



Independent School District 834
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
School Board Business Meeting Agenda – May 13, 2021 6:00 p.m.

- I. **Call to Order**
- II. **Roll Call**
- III. **Pledge of Allegiance**
- IV. **District Mission Statement and School Board Goals**
- V. **Approval of Agenda**
- VI. **Introductory Items**
 - A. Recognition – Middle School Gaters 2.0 Lego Team and Ryder Rogotzke
- VII. **Open Forum**

Fifteen speakers will be allotted three minutes each to speak
- VIII. **Superintendent Report**
- IX. **Consent Agenda**
 - A. Minutes of April 22, 2021 Regular Meeting
 - B. Minutes of May 6, 2021 Special Meeting
 - C. Amendment of School Board Regular Meeting Minutes June 11, 2020
 - D. Disbursement Register - April 24, 2021 – May 14, 2021
 - E. Math Expressions K-4 Consumable Workbooks
 - F. Stillwater Middle School LTFM Classroom Project
 - G. Remaining LTFM Summer Projects
 - H. Skyward Financial/Student Management Licensing Fee
 - I. Human Resources Personnel Report
- X. **Reports**
 - A. Contract Reviews – April 16, 2021- May 6, 2021 – Dr. John Thein
 - B. Review of 2020-21 General Fund Budget - Dr. John Thein
 - C. Second Policy Reading (704, 705, 706, 714)- Dr. Jennifer Cherry
 - D. First Policy Reading (721) - Dr. Jennifer Cherry
 - E. Sale Day Report for the Certificate of Participation, Dr. John Thein
- XI. **Action Items**
 - A. Resolution providing sale of the Certificate of Participation, Dr. John Thein
 - B. Memorandum of Agreements with Cafeteria Employees' Organization; Tech Support and Coordinators/Supervisors/Specialists (CSS); Community Ed Leads and Assistants; District Directors, Managers, and Program Administrators - Dr. John Thein and Ms. Cindy Gustafson
- XII. **Board Chair Report**
- XIII. **Adjournment**
 - A. Adjourn

Attachments:

- 1. Finance and Operations Notes
- 2. Policy Committee Notes
- 3. Board Director Report

Agenda Item I.
Date Prepared: April 1, 2021
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: May 13, 2021

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.

Agenda Item: Roll Call
Meeting Date: May 13, 2021

Background:

The School Board Chair will ask the secretary to take the roll. A quorum must be established in order for the meeting to proceed.

Board Members

Beverly Petrie, Chair

Alison Sherman, Vice Chair

Matt Onken, Treasurer

Annie Porbeni, Clerk

Katie Hockert, Director

Tina Riehle, Director

Liz Weisberg, Director

Malinda Lansfeldt, Interim Superintendent, Ex-Officio

Recommendation:

Board action is not required.

Agenda Item III.
Date Prepared: May 7, 2021
ISD 834 Board Meeting

Agenda Item: Pledge of Allegiance
Meeting Date: May 13, 2021

Background:

The Pledge of Allegiance will be recited prior to the approval of the meeting agenda.

I pledge Allegiance to the flag
of the United States of America
and to the Republic for which it stands,
one nation under God, indivisible,
with Liberty and Justice for all.

Recommendation:

Board action is not required.

Agenda Item IV.
Date Prepared: May 7, 2021
ISD 834 Board Meeting

Agenda Item: District Mission and School Board Goals
Meeting Date: May 13, 2021

Background:

A School Board member will read the District Mission statement.

The mission of Stillwater Area Public Schools, in partnership with students, family and community, is to develop curious individuals who are active and engaged leaders in an ever-changing world by challenging all students as they travel along their personalized learning pathways.

A School Board member will read the School Board Goals (adopted June 2019)

In partnership with community, parents, and students, the School Board of Stillwater Area Public Schools ensures excellence in education by:

Increasing student achievement for ALL students.

Securing long-term financial stability of the district.

Increasing community trust and engagement.

Recommendation:

Board action is not required.

Agenda Item V.
Date Prepared: April 1, 2021
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: May 13, 2021

Background:

Once quorum has been established the School Board Chair will request approval of the meeting agenda.

Recommendation:

A motion and a second to approve the meeting agenda will be requested.

Motion by: _____ **Seconded by:** _____ **Vote:** _____

Agenda Item: Introductory Items
Meeting Date: May 13, 2021
Student Report and District Recognition

Background:

- A. Each meeting an individual, team, or program will be recognized for their excellence.

Recommendation:

Board action is not required.

Agenda Item VII.
Date Prepared: April 1, 2021
ISD 834 Board Meeting

Agenda Item: Open Forum
Meeting Date: May 13, 2021

Background:

If you wish to speak to the School Board, you will be able to do so at the start of the school board meeting during Open Forum. You may sign in only for yourself, not other individuals or groups, and only in person. The sign in sheet is made available at the Oak Park Building 30 minutes prior and up to the start of the meeting. Due to time limitations, we will limit the number of speakers to 15 for 3 minutes each. If you spoke at the last meeting, please consider allowing others to sign in before you. After you address the Board, please leave the podium.

Stillwater Area School District welcomes input from citizens as community involvement fosters better decision making and improved learning experiences for all students. While comments and questions are welcome during Open Forum, law prohibits the Board from discussing concerns about individual employees or students in a public meeting. We will stop the proceedings immediately if employee or student privacy issues are raised and direct the speaker to forward comments regarding individual employees or students to the superintendent.

Because we are modeling civil discourse for our community, speakers must present their testimony in a respectful manner. Vulgarity, character attacks, malice or specific complaints identifying staff or students by name or implication will not be permitted.

The Board will not deliberate, discuss, or engage in conversation with speakers during open forum.

However, the Board may ask administration to review the concern(s) presented.

Recommendation:

This is for informational purposes only.

Agenda Item VIII.
Date Prepared: April 1, 2021
ISD 834 Board Meeting

Agenda Item: Superintendent Report
Meeting Date: May 13, 2021

Background:

Each meeting the Superintendent will provide an update on items of interest in the announcement category. Many times these topics develop between the time the agenda is prepared and distributed, and the meeting date. Topics generally include announcement of attendance at district events, communications items, informational items and correspondence items worth noting. What is included in this item will vary each meeting depending on the nature of the topics, the school year schedule and time of activities.

Recommendation:

Board action is not required.

Agenda Item IX. A.B.C.D.E.F.G.H.I.
Date Prepared: April 29, 2021
ISD 834 Board Meeting

Agenda Item: Consent Agenda
Meeting Date: May 13, 2021
Contact Person: Varies by item

Background:

The consent agenda is a meeting practice which packages routine reports, Board meeting minutes, and other non-controversial items not requiring discussion or independent action as one agenda item. The Board will approve this 'package' of items together in one motion.

A. School Board Regular Meeting Minutes April 22, 2021

Contact Person: Annie Porbeni, Clerk or Joan Hurley, Secretary
A copy of the minutes is included for your review.

B. School Board Special Meeting Minutes, May 6, 2021

Contact Person: Annie Porbeni, Clerk or Joan Hurley, Secretary
A copy of the minutes is included for your review

C. Amended School Board Regular Meeting Minutes June 11, 2020

Contact Person: Annie Porbeni, Clerk or Joan Hurley, Secretary
A copy of the minutes is included for your review.

D. Disbursement Register -

Contact Person: Dr. John Thein, Director, Finance
A copy of the register has been distributed to board members

E. Math Expressions K-4 Consumable Workbooks

Contact Person: Ms. Rachel Larson, Director of Learning and Student Engagement
A copy of the report has been included for your review

F. Stillwater Middle School LTFM Classroom Project

Contact Person: Mr. Mark Drommerhausen, Director, Operations
A copy of the report has been included for your review

G. Remaining LTFM Summer Projects

Contact Person: Mr. Mark Drommerhausen, Director, Operations
A copy of the report has been included for your review

H. Skyward Financial/Student Management Licensing Fee

Contact Person: Mr. John Perry, Director, Learning, Technology and Design Systems
A copy of the report has been included for your review

I. Human Resources Personnel Report

Contact Person: Cindy Gustafson, Director, Human Resources
A summary of personnel transactions for the month is included for your review.

Recommendation:

BE IT RESOLVED by the School Board of Independent School District 834 – Stillwater Area Public Schools that Consent Agenda Items A through I be approved as written, and a copy of the agenda items is attached to the minutes.

Motion by: _____ **Seconded by:** _____ **Vote:** _____



Independent School District No. 834 – Stillwater Area Public Schools
Video Conference
April 22, 2021 – 6:00 p.m. Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 6:05 p.m.
- II. **Roll Call:** Present: Beverly Petrie, Chair, Alison Sherman, Vice-Chair, Matt Onken, Treasurer, Annie Porbeni, Clerk, Katie Hockert, director, Tina Riehle, director,

III. **Approval of the Agenda**

Motion to switch report item D and E by: Member Hockert; seconded by: Member Sherman; Vote: 6 ayes, 0 nays; Motion carried unanimously.

Motion to approve the amended agenda by: Member Hockert; seconded by: Member Onken; Vote: 6 ayes, 0 nays; Motion carried unanimously.

IV. **Superintendent Report**

- Our district is committed to providing a safe space to our students and staff.
- We are seeing an increase in cases of COVID 10 variants in our school-age population.
- The student-led Voices of Change conference was held last week and nearly 130 students gathered virtually to share the challenges they face or have faced.
- Kindergarten teacher, Kim Schneider, read the book “Shade of People” which is a celebration of the diversity of everyday life with her students. She loves her job and working with students.
- April 19-24, 2021 is Afterschool Professionals Appreciation Week. Thank you for making such a positive impact on the lives of our students. You are true heroes.
- April 21, 2021 was Administrative Professional Day. They are an integral part of our district. Thank you for all you do.

V. **Introductory Items**

A. **Student Report**

Mara provided a report on academics and Student Life -

- Students have begun MCA testing and will continue through next month. Peer tutors are available for in-person sessions.
- 2021 post graduation plans are posted on the high school student council Instagram.
- Congratulations to Sophia Pietan and Amelia Bretl for being elected Student Council Presidents

- Students should check their emails regarding AP testing which will begin in May, 2021
- Rising juniors and seniors who are interested in helping freshmen in the transition from middle school to high school should consider becoming a link crew leader. Applications are available in the Pony Centers.

Brynn provided a report on Activities -

- Senior Prom will be held on June 12, 2021 from 7:00 - 11:00 p.m. at the Pony Plaza. Senior tickets will be available to purchase beginning May 10, 2021 online via [SmartSchool](#).
- Congratulations to seniors who received a Community Scholarship. The ceremony will be held virtually on Monday, May 10 at 1:00 p.m. Valley Access will live stream and record the program.
- Friday, April 23, Principal Bach will hold a mandatory graduation meeting for seniors.

B. Recognition

Superintendent Lansfeldt recognized Alex Steil, a senior at Stillwater Area High School. He has recently earned some prestigious awards. MN Journalist award, Editor-in Chief of the Pony Express student newspaper and Team Lead for the Kabekonian yearbook. In addition to his journalistic accomplishments, Alex received the Orchestra Department's James D. Hainlen Award.

VI. Open Forum

- Eva Lee, Lake Elmo, MN - Equity and Board decorum/policy

VII. Consent Agenda

- Minutes of April 8, 2021 Closed Meeting
- Disbursement Register – April 10, 2021 – April 23, 2021
- Accept Gifts and Donations – March 2021
- Treasurer's Report – March 2021
- Food Service Milk & Dairy Procurement 2021-22
- Amended 2020-2021 Transportation Contract with Twin City Transportation (TCT)
- Stonebridge Elementary Renovations - 2021
- Andersen Elementary Rooftop Unit Replacement Project - 2021
- Human Resources Personnel Report
- Separation Agreement with Employee

Motion to approve the Consent Agenda Items A, B, C, D, E, F, G, H, I, J by: Member Sherman; Second by: Member Hockert; Vote: 6 ayes, 0 nays: Motion carried unanimously.

VIII. Reports

- Contract and Expenditures Reviews - Dr. John Thein, Director of Finance
This is an information report on the four contracts from April 2 - 15, 2021 for goods and services equaling less than \$50,000.00
- Federal CARES Funding Update - Dr. John Thein
Dr. Thein reviewed the three major pieces of the Federal Coronavirus funding legislation.
- Racial and Educational Equity Resolution – Dr. Jennifer Cherry
Dr. Cherry shared that District administrators will be engaging with various stakeholders to draft a Racial and Educational Equity Resolution.
- First Policy Reading (704, 705, 706, 714) - Dr. Jennifer Cherry
These policies will be presented for a second reading at the May 13, 2021 School Board Meeting.

- E. Second Policy Reading (701, 701.1, 702, 703) - Dr. Jennifer Cherry
These policies will be presented for a final reading and approval at the May 13, 2021 School Board Meeting
- F. Memorandum of Agreements with Cafeteria Employees' Organization; Tech Support and Coordinators/Supervisors/Specialists (CSS); Community Ed Leads and Assistants; District Directors, Managers, and Program Administrators - Dr. John Thein and Ms. Cindy Gustafson
Dr. Thein and Ms. Gustafson reviewed the approved contracts and will be requesting approval to enter into Memos of agreement at the next board meeting.

Director Weisberg joined the meeting at 6:53 p.m.

IX. Action Items

- A. Architectural Engineering Services – Mr. Mark Drommerhausen
Mr. Drommerhausen reviewed the information that was shared at the Finance and Operations meeting on April 15, 2021.

Motion to approve Wold as the firm to provide the district Architectural and Engineering Services by: Member Sherman; Second by: Member Onken; Vote: 7 ayes, 0 nays: Motion Carried unanimously.

X. Board Reports

- A. Working Group Reports
 - 1. Finance and Operations - Notes were included in the board packet.
 - 2. Legislative -.Nothing to report
 - 3. Policy - Nothing to report
- B. Member Reports
 - Director Riehle reported the community interest regarding literacy and equity work.
 - Director Hockert has attended MSBA Phase 3 and 4 training sessions on Policy and Community Engagement.
 - Director Weisberg attended a Community SEAC meeting regarding their proposed budget which will come to the board for approval.
- C. Chair Report
 - Chair Petrie has asked that board reports be in written format and included in the board packets.
 - The May 13, 2021 School Board Meeting will be held in-person for the School Board Members and Administration at the Oak Park Building. Open Forum and audience members will remain virtual.

XI. Adjournment

- A. The meeting adjourned at 9:05 p.m.

Respectfully submitted, Annie Porbeni, Clerk



Independent School District No. 834 – Stillwater Area Public Schools

Video Conference

May 6, 2021 – 5:00 p.m. Special Meeting Minutes Draft

- I. **Call to Order:** The meeting was called to order at 5:00 p.m.
- II. **Roll Call:** Present: Beverly Petrie, Chair, Alison Sherman, Vice-Chair, Matt Onken, Treasurer, Annie Porbeni, Clerk, Katie Hockert, director,

Not Present: Director Riehle, Director Weisberg

III. **Approval of the Agenda**

Motion to approve the agenda by: Member Onken; seconded by: Member Sherman; Vote: 5 ayes, 0 nays: Motion carried unanimously.

IV. **Review In-Person School Board Meetings with an Audience per MSBA Guidelines**

At the April 8, 2021 School Meeting, the Board approved In-Person School Board Meetings at the Oak Park building for board members and administration while public attendance and open forum remain online beginning at the May 13, 2021 regular scheduled board meeting.

On April 19, 2021 The Minnesota Department of Administration issued [Advisory Opinion 21-003](#) on the open meeting law and the pandemic meeting statute [13D.021](#)). For boards holding in-person meetings (with a quorum or more physically on-site), the public must have physical access to the meetings.

Motion to approve In-Person School Board Meetings at the Oak Park building with a public audience and open forum beginning the May 13, 2021 Regular School Board Meeting by: Member Sherman; Second by: Member Onken; Vote: 5 ayes, 0 nays: Motion carried unanimously.

V. **Adjournment**

A. The meeting adjourned at 5:10 p.m.

Respectfully submitted, Annie Porbeni, Clerk

Agenda Item VIII.B
Date Prepared: April 29, 2021
ISD 834 Board Meeting

Action Item: Amended School Board Regular Meeting Minutes, June 11, 2020

Meeting Date: May 13, 2021

Contact Person: Dr. John Thein Director of Finance

Summary:

Auditors recommend having the budgeted revenues and expenditures listed in the School Board Meeting Minutes.

The amended June 11 2020 School Board Regular Meeting Minutes are included for you review.

Recommendation:

Approval of the consent agenda will be requested



Independent School District No. 834 – Stillwater Area Public Schools
Video Conference
June 11, 2020 – 6:00 p.m. Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 6:11 p.m.
- II. **Roll Call:** Present: Sarah Stivland, chair; Shelley Pearson, vice chair; Mike Pplacek, clerk; Tina Riehle, treasurer; Mark Burns, director; Jennifer Pelletier, director; Liz Weisberg, director; Superintendent Pontrelli, ex-officio.
- III. **Approval of the Agenda**

Motion to approve the agenda by Member Weisberg; seconded by: Member Pearson; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

IV. **Superintendent Report**

- Racism in our society
- Recognize district retirees
- Senior class graduation parade

V. **Open Forum**

1. Josiah Hill – Pandemic and racism
2. Kristie Mack – Stillwater – Concerns with social media and bus garage
3. Astein Osei – 4910 Vallacher Ave – Superintendent support
4. Sandi Hayner – 1357 Lydia Circle – Separation agreement support
5. DeeDee Armstrong – 3085 St Croix Tr – Separation agreement support
6. Jeff Anderson – 119 W Chestnut St – Support leadership and the Superintendent
7. Julie Gruendemann – 10840 105th St N – Separation agreement support
8. Matthew Cooper – 3806 Kindred Way –Support of the Superintendent
9. Melanie Zahler – 630 Main St – Superintendent separation agreement support
10. Peggy Franklin – Lake Elmo – Pony Pride Graduation Parade
11. Rosetta Peters – 171 5th St – Separation agreement with Employee A and racism in the schools support
12. Jen Sterner – 1132 Sunset Bay – Separation agreement from Employee A
13. Carolyn Zieske – Leadership stability in uncertain times
14. Michelle Deziel – 2783 Legion Ave N – Equity and support for Superintendent Pontrelli
15. Jim Franklin – 642 Midwest Trail PI N – Board missed opportunities

VI. **Consent Agenda**

- A. Minutes of May 28, 2020 Regular Meeting
- B. Disbursement Register May 30 – June 12, 2020
- C. Human Resources Personnel Report
- D. 2020 District 834 Census
- E. JPA Mahtomedi Nutrition Services Contract
- F. NE Metro 916 ECFC Nutrition Services Contract
- G. Pankalo 916 Nutrition Services Contract
- H. St. Croix Catholic Schools Nutrition Services Contract
- I. Skyward Student Information System Finance and HR
- J. Northeast Metro 916 Long-Term Facility Maintenance Levy

K. City of Oak Park Heights Parking Permission

Motion by Member Riehle to approve the consent agenda items; Second by: Member Pearson

Motion amended by Member Stivland to approve only items A, D, E, F, G, H, and I; Second: by Member Ptacek; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

Motion by Member Ptacek to approve consent agenda items B and C; Second by: Member Pearson; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

Motion by Member Riehle to approve consent agenda items J and K; Second by: Member Burns; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

VII. Reports

A. Distance Learning/COVID-19 Update

- Coronavirus Aid, Relief and Economic Security Act will provide \$500,000 funding to SAPS
- Review of summer programming
- Timeline for Summer Success planning
- Food support
- Planning underway for learning in the fall
- Professional development support for teachers for a hybrid/blended learning or distance learning environment

B. Distance Learning Professional Development

Ms. Rachel Larson reported on the preparation for the 2020-2021 school year within the COVID-19 pandemic requirements. Need to be ready for unknown variables which impact the learning environments and experiences for students and families. Three different scenarios will be planned during the summer: Hybrid Learning, a combination of online and on-campus learning; Distance Learning, similar to what has been doing this spring but with more rich online learning experiences; and Traditional Learning, our regular school day with modifications for social distancing.

There is a need to offer additional days to staff to ensure they are prepared to successfully start the year and teach within either a Hybrid or Distance Learning environment. A request in the amount of \$386,958 will come before the board on June 25 that all SCEA staff have the opportunity to engage in four days of learning and preparation before Monday, August 24. (Professional Development, Days 1 & 2; Curriculum and Assessment Planning, Days 3 & 4). The Learning and Innovation Department, Technology Integration Specialists, and Instructional Coaches will all help develop and facilitate professional development. The Learning and Innovation Department, Administration, and Instructional Coaches will assist with curriculum planning and writing.

C. Other Post Employee Benefits (OPEB) Levy

Dr. John Thein shared with the school board the district's OPEB liability, use of the trust, use of the general fund and potential to levy for OPEB. Direction on the district levying for OPEB and the dollar amount the district is requesting for the 2020 Payable 2021 levy cycle. A copy of the estimated tax impact was provided for review. This will come to the June 25 meeting for approval.

D. Long Term Facilities Maintenance 10 Year Plan – 2020-21 Fiscal Year 2021

Dr. John Thein and Mr. Willger provided a comprehensive list of projects that qualify for long-term facility maintenance funding. The listed items will be prioritized to create information needed to complete the required Long-Term Facilities Maintenance application. The Long-term Facility Maintenance application must include a Long-term Facilities Maintenance Revenue Application – Ten Year Expenditure, Long-Term Facility Maintenance Revenue Projection, Statement of Assurances and School Board resolution/meeting minutes adopting the LTFM ten-year plan.

To qualify for a 2021 payable property tax levy, the 2022 Ten Year Plan must be adopted and submitted to the Department of Education. This will come before the board at the June 25 meeting for approval.

E. First Reading of Policy 533 – Wellness

Director Burns shared the annual review for this policy has one change. An MDE audit reviewed the policy indicating we are going above and beyond, but requested that we include a statement regarding marketing of “smart snacks”. The statement added comes from the MSBA model. This policy will come for second review at the next Board meeting.

VIII. Action Items

A. Read Well by Third Grade

Ms. Karen Latterell presented the Read Well by Third Grade Plan at the May 28, 2020 school board meeting. The plan has been revised to reflect updated information regarding interventionists trained in Orton-Gillingham. By mid-June, 100% of our reading interventionists will be trained in level one Orton-Gillingham. Questions from three board members were received and responses were sent on June 5th.

Minnesota Statutes, section 120B.12 (Read Well by Third Grade) on reading proficiency for all students in Kindergarten through Grade 3 requires approval and submission of this plan. Approval and submission of this data is required of all Minnesota districts and charter schools that enroll students in grades K-3 and is due by July 1. This plan must reflect required components of the World’s Best Workforce legislation, Minnesota Statutes, section 120B.11, and is required to receive Literacy Incentive Aid as provided by Minnesota Statutes, section 124D.98.

Motion by: Member Pelletier to approve the Read Well by Third Grade plan as presented; Second by: Member Weisberg; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

B. 2020-21 Preliminary Budget

Dr. Thein presented the 2020-2021 Preliminary Budget at the May 14, 2020 and May 28, 2020 board meetings. Dr. Thein gave a summary of the COVID possible financial impact on the general fund and the current year as well as potential impacts to the general fund budget. The Board is required by law to adopt a preliminary budget by June 30, 2020. A copy of the 2020-21 Preliminary Budget was provided for review.

Fund	2020-21 Revenue Budget	2020-21 Expenditure Budget
<i>General Fund</i>	113,519,211	114,645,874
<i>Food Service Fund</i>	4,492,367	4,425,385
<i>Community Service Fund</i>	7,611,700	7,786,169
Sub-Total Operating Funds	125,623,278	126,857,428
<i>Building Construction Fund</i>	20,000	477,000
<i>Debt Service Fund</i>	10,475,402	10,127,608
Sub-Total Non-Operating Funds	10,495,402	10,604,608
<i>Trust Fund</i>	5,000	5,000
Total All Funds	136,123,680	137,467,036

Motion by Member Ptacek to approve the 2020-2021 preliminary budget; Second by Member Weisberg; Vote: 7 ayes, 0 nays. Motion Carried Unanimously.

C. Oak Land Middle School Pool Ceramic Tile Project

Mr. Tony Willger and Dr. Thein reported the OLMS pool wall tile project was given as a report at the April 9, 2020 board meeting. The project went back out for bids to keep it fair since the first bids did not all include prepping of the tile. The pool wall tile was loose and has been removed. Contractors have been able to review the current condition of the walls to provide pricing for installing replacement wall tile. The budget for this project is \$85,000 and will be funded by the FY 2021 Long-Term Facilities Maintenance fund. Three proposals for the project were received on June 2, 2020. The lowest proposal is from Market and Johnson Inc. of Oakdale, MN for a total of \$97,569. BWBR Architects recommends awarding the project to them. Market and Johnson Inc. is currently contracted for the 2020 District Wide Renovation project.

Motion by: Member Pelletier to approve the Oak-Land Middle School pool wall tile replacement be awarded to Market and Johnson Inc.; Second by: Member Burns; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

D. Renewal of Teachers on Call Contract

Ms. Cathy Moen reported that a request for proposals was completed in February and March 2020 for substitute staffing services. Proposals were received from three companies including ESS (Educational Services Staffing), Parallel, and Teachers on Call. The Teachers on Call proposal was lower than both of the other proposals and guaranteed for a period of three years; ESS' proposal was 4.5% higher and Parallel's proposal was 6% higher. A summary of information related to the three proposals was provided to the board. Administration is requesting approval of the contract with Teachers on Call for the period of July 1, 2020 through June 30, 2023.

Motion by: Member Pelletier to approve the contract with Teachers on Call for the period of July 1, 2020 through June 30, 2023; Second by Member Pearson; Vote 7 ayes, 0 nays, Motion Carried Unanimously.

E. Final Reading of Policy 428 – Employee Technology and Internet Access and Acceptable Use
Director Burns shared there were no changes made since the last reading.

Motion by Member Ptacek to approve Policy 428 – Employee Technology and Internet Access and Acceptable Use; Second by: Member Riehle; Vote: 7 ayes, 0 nays, Motion Carried Unanimously

F. Final Reading of Policy 524 – Student Technology and Internet Access and Acceptable Use
Director Burns indicated there have been no changes made since the last reading.

Motion by Member Riehle to approve Policy 524 – Student Technology and Internet Access and Acceptable Use; Second by: Member Weisberg; Vote: 7 ayes, 0 nays, Motion Carried Unanimously

G. Final Reading of Policy 506 – Student Discipline

Director Burns indicated this is a policy that is reviewed annually. There have been no changes made since the last reading.

Motion by Member Riehle to approve Policy 506 – Student Discipline; Second by: Member Weisberg; Vote: 7 ayes, 0 nays, Motion Carried Unanimously

H. Final Reading of Policy 514 – Bullying Prohibition

Director Burns indicated this policy was up for annual review. There have been no changes since the last reading

Motion by Member Stivland to approve Policy 514 – Bullying Prohibition; Second by: Member Riehle; Vote: 7 ayes, 0 nays, Motion Carried Unanimously

I. Separation Agreement with Employee A

A separation agreement for employee A was provided to school board members on June 4, 2020.

Motion by Member Weisberg to approve a separation agreement with employee A; Second by Member Riehle; Vote: 5 ayes (Pearson, Ptacek, Riehle, Stivland, Weisberg), 2 nays (Burns, Pelletier), Motion Carried.

IX. Board Reports

A. Board Member Reports:

1. Chair Stivland acknowledge the voice from students and community members sharing stories of racial bias and equity issues.

B. Working Group Reports

1. Finance and Operations – A meeting was held today where Mr. John Perry presented a project in the works using a school safety grant of \$300,000 for door prop sensors. The budget was reviewed with Dr. Thein as well as discussion on the Stagecoach contract. MTN hired most of MN Centrals staff.
2. Legislative – AMSD will hold a virtual conference on June 17 regarding ReImagine MN: Equity and Excellence for all students. MDE is also surveying the public regarding the lessons learned from Distance Learning.
3. Policy – Meeting on June 16.

C. Board Member Reports

1. Director Pearson – Addressed the students and families regarding the racial inequities and welcomes conversations. Announced she will resign her seat on the board at the July 23 meeting.

X. Adjournment

- A. The meeting adjourned formally at 9:55 p.m.

Respectfully submitted, Mike Ptacek, Clerk



Houghton Mifflin Harcourt

Proposal

Prepared For

Afton-Lakeland Elem School

Attention:

Foua Fitzpatrick

fitzpatrickf@stillwaterschools.org

For the Purchase of:

Math Expressions K-4

Prepared By

Brad Tesdahl

brad.tesdahl@hmc.co

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

Grade K**A la Carte Items Available for Purchase****Student Materials**

1681144	9781328764300	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade K	\$37.45	72	\$2,696.40
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Total for A la Carte Items Available for Purchase

<u>Total for Grade K</u>	\$2,696.40
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Grade 2**A la Carte Items Available for Purchase****Student Materials**

1677937	9781328742315	Math Expressions (StA) Homework and Remembering Consumable Collection Grade 2	\$10.25	50	\$512.50
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Total for A la Carte Items Available for Purchase

<u>Total for Grade 2</u>	\$ 512.50
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Grade 3**A la Carte Items Available for Purchase****Student Materials**

1681147	9781328764362	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade 3	\$37.45	50	\$1,872.50
1677938	9781328742322	Math Expressions (StA) Homework and Remembering Consumable Collection Grade 3	\$10.25	41	\$420.25

Total for A la Carte Items Available for Purchase

<u>Total for Grade 3</u>	\$2,292.75
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Grade 4**A la Carte Items Available for Purchase****Student Materials**

1681148	9781328764379	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade 4	\$37.45	80	\$2,996.00
1677939	9781328742346	Math Expressions (StA) Homework and Remembering Consumable Collection Grade 4	\$10.25	80	\$820.00

Total for A la Carte Items Available for Purchase

<u>Total for Grade 4</u>	\$3,816.00
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Subtotal Purchase Amount:

\$9,317.65

Shipping & Handling:

\$978.35

Total Cost of Proposal (PO Amount):

\$10,296.00

****Please add proper sales tax to your order****

Total Cost of Proposal (PO Amount): \$10,296.00

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
 - o Point of Contact for Print materials
 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:	Sold to:
Afton Lakeland Elementary School	Stillwater Area School District 834
475 Saint Croix Trl S	1875 Greeley St S
Lakeland, MN 55043-9304	Stillwater, MN 55082-6079
- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase.

Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: <http://www.hmhco.com/common/terms-conditions>

Date of Proposal: 4/21/2021

Proposal Expiration Date: 6/5/2021



Houghton Mifflin Harcourt



Houghton Mifflin Harcourt

Proposal

Prepared For

Andersen Elementary School

Attention:

Brenda Williams

williamsb@stillwaterschools.org

For the Purchase of:

Math Expressions K-4

Prepared By

Brad Tesdahl

brad.tesdahl@hmc.co

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

Grade K

A la Carte Items Available for Purchase

Student Materials

1681144	9781328764300	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade K	\$37.45	76	\$2,846.20
1677935	9781328742292	Math Expressions (StA) Homework and Remembering Consumable Collection Grade K	\$10.25	25	\$256.25

Total for A la Carte Items Available for Purchase

<u>Total for Grade K</u>	\$3,102.45
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Grade 3

A la Carte Items Available for Purchase

Student Materials

1681147	9781328764362	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade 3	\$37.45	61	\$2,284.45
1677938	9781328742322	Math Expressions (StA) Homework and Remembering Consumable Collection Grade 3	\$10.25	64	\$656.00

Total for A la Carte Items Available for Purchase

<u>Total for Grade 3</u>	\$2,940.45
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Grade 4

A la Carte Items Available for Purchase

Student Materials

1681148	9781328764379	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade 4	\$37.45	30	\$1,123.50
1677939	9781328742346	Math Expressions (StA) Homework and Remembering Consumable Collection Grade 4	\$10.25	60	\$615.00

Total for A la Carte Items Available for Purchase

<u>Total for Grade 4</u>	\$1,738.50
---------------------------------	-------------------

Subtotal Purchase Amount:

\$7,781.40

Shipping & Handling:

\$817.05

Total Cost of Proposal (PO Amount):

\$8,598.45

****Please add proper sales tax to your order****

Total Cost of Proposal (PO Amount): \$8,598.45

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 - o Point of Contact for Print materials
 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:	Sold to:
Andersen Elementary School	Stillwater Area School District 834
309 4th St N	1875 Greeley St S
Bayport, MN 55003-1161	Stillwater, MN 55082-6079
- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
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Date of Proposal: 4/21/2021

Proposal Expiration Date: 6/5/2021



Houghton Mifflin Harcourt



Houghton Mifflin Harcourt

Proposal

Prepared For

Brookview Elementary School

Attention:

Pam Weisbrod

weisbrodp@stillwaterschools.org

For the Purchase of:

Math Expressions K-4

Prepared By

Brad Tesdahl

brad.tesdahl@hmc.co

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

Grade K**A la Carte Items Available for Purchase****Student Materials**

1681144	9781328764300	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade K	\$37.45	82	\$3,070.90
1677935	9781328742292	Math Expressions (StA) Homework and Remembering Consumable Collection Grade K	\$10.25	82	\$840.50

Total for A la Carte Items Available for Purchase

<u>Total for Grade K</u>	\$3,911.40
---------------------------------	-------------------

Grade 1**A la Carte Items Available for Purchase****Student Materials**

1681145	9781328764317	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade 1	\$37.45	28	\$1,048.60
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Total for A la Carte Items Available for Purchase

<u>Total for Grade 1</u>	\$1,048.60
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Grade 2**A la Carte Items Available for Purchase****Student Materials**

1681146	9781328764324	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade 2	\$37.45	92	\$3,445.40
1677937	9781328742315	Math Expressions (StA) Homework and Remembering Consumable Collection Grade 2	\$10.25	92	\$943.00

Total for A la Carte Items Available for Purchase

<u>Total for Grade 2</u>	\$4,388.40
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Grade 3**A la Carte Items Available for Purchase****Student Materials**

1681147	9781328764362	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade 3	\$37.45	93	\$3,482.85
1677938	9781328742322	Math Expressions (StA) Homework and Remembering Consumable Collection Grade 3	\$10.25	88	\$902.00

Total for A la Carte Items Available for Purchase

<u>Total for Grade 3</u>	\$4,384.85
---------------------------------	-------------------

Grade 4

A la Carte Items Available for Purchase

Student Materials

1681148	9781328764379	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade 4	\$37.45	75	\$2,808.75
1677939	9781328742346	Math Expressions (StA) Homework and Remembering Consumable Collection Grade 4	\$10.25	73	\$748.25

Total for A la Carte Items Available for Purchase

Total for Grade 4

\$3,557.00

Subtotal Purchase Amount:

\$17,290.25

Shipping & Handling:

\$1,815.48

Total Cost of Proposal (PO Amount):

\$19,105.73

****Please add proper sales tax to your order****

Total Cost of Proposal (PO Amount): \$19,105.73

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

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 - o Point of Contact for Print materials
 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:

Brookview Elementary School
11099 Brookview Rd
Woodbury, MN 55129

Sold to:

Stillwater Area School District 834
1875 Greeley St S
Stillwater, MN 55082-6079

- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
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Date of Proposal: 4/21/2021

Proposal Expiration Date: 6/5/2021



Houghton Mifflin Harcourt



Houghton Mifflin Harcourt

Proposal

Prepared For

Lake Elmo Elementary School

Attention:

Rhonda Place

placer@stillwaterschools.org

For the Purchase of:

Math Expressions K-4

Prepared By

Brad Tesdahl

brad.tesdahl@hmc.co

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

Grade K**A la Carte Items Available for Purchase****Student Materials**

1681144	9781328764300	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade K	\$37.45	62	\$2,321.90
1677935	9781328742292	Math Expressions (StA) Homework and Remembering Consumable Collection Grade K	\$10.25	5	\$51.25

Total for A la Carte Items Available for Purchase

<u>Total for Grade K</u>	\$2,373.15
---------------------------------	-------------------

Grade K**A la Carte Items Available for Purchase****Student Materials**

1724770	9781328550880	Math Expressions Spanish Student Activity Book Collection with Mathboards Softcover Grade K	\$40.10	50	\$2,005.00
1722266	9781328530929	Math Expressions Spanish Homework & Remembering Consumable Collection Grade K	\$11.00	50	\$550.00

Total for A la Carte Items Available for Purchase

<u>Total for Grade K</u>	\$2,555.00
---------------------------------	-------------------

Grade 1**A la Carte Items Available for Purchase****Student Materials**

1681145	9781328764317	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade 1	\$37.45	86	\$3,220.70
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Total for A la Carte Items Available for Purchase

<u>Total for Grade 1</u>	\$3,220.70
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Grade 1**A la Carte Items Available for Purchase****Student Materials**

1724813	9781328552341	Math Expressions Spanish Student Activity Book Collection with Mathboards Softcover Grade 1	\$40.10	44	\$1,764.40
1722267	9781328530936	Math Expressions Spanish Homework & Remembering Consumable Collection Grade 1	\$11.00	49	\$539.00

Total for A la Carte Items Available for Purchase

<u>Total for Grade 1</u>	\$2,303.40
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Grade 2**A la Carte Items Available for Purchase****Student Materials**

1681146	9781328764324	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade 2	\$37.45	40	\$1,498.00
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Total for A la Carte Items Available for Purchase

<u>Total for Grade 2</u>	\$1,498.00
---------------------------------	-------------------

Grade 2**A la Carte Items Available for Purchase****Student Materials**

1724814	9781328552358	Math Expressions Spanish Student Activity Book Collection with Mathboards Softcover Grade 2	\$40.10	35	\$1,403.50
1722311	9781328530837	Math Expressions Spanish Homework & Remembering Consumable Collection Grade 2	\$11.00	38	\$418.00

Total for A la Carte Items Available for Purchase

<u>Total for Grade 2</u>	\$1,821.50
---------------------------------	-------------------

Grade 3**A la Carte Items Available for Purchase****Student Materials**

1681147	9781328764362	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade 3	\$37.45	71	\$2,658.95
1677938	9781328742322	Math Expressions (StA) Homework and Remembering Consumable Collection Grade 3	\$10.25	62	\$635.50

Total for A la Carte Items Available for Purchase

<u>Total for Grade 3</u>	\$3,294.45
---------------------------------	-------------------

Grade 3**A la Carte Items Available for Purchase****Student Materials**

1724815	9781328552365	Math Expressions Spanish Student Activity Book Collection with Mathboards Softcover Grade 3	\$40.10	33	\$1,323.30
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Total for A la Carte Items Available for Purchase

<u>Total for Grade 3</u>	\$1,323.30
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Grade 4**A la Carte Items Available for Purchase**

Student Materials

1681148	9781328764379	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade 4	\$37.45	38	\$1,423.10
1677939	9781328742346	Math Expressions (StA) Homework and Remembering Consumable Collection Grade 4	\$10.25	24	\$246.00

Total for A la Carte Items Available for Purchase

Total for Grade 4	\$1,669.10
--------------------------	-------------------

Grade 4**A la Carte Items Available for Purchase****Teacher Materials**

1722295	9781328530509	Math Expressions Spanish Teacher Edition Collection Grade 4	\$267.50	2	\$535.00
1720958	9781328520753	Math Expressions Spanish Homework and Remembering BlackLine Master Grade 4	\$114.65	2	\$229.30
1720972	9781328520890	Math Expressions Spanish Teacher Resource Book Grade 4	\$61.20	2	\$122.40
1720965	9781328520821	Math Expressions Spanish Assessment Guide BlackLine Master with Answer Key Grade 4	\$64.45	2	\$128.90
1676771	9781328736307	Math Expressions Materials and Manipulatives Kit Grade 4	\$277.05	2	\$554.10

Student Materials

1724816	9781328552372	Math Expressions Spanish Student Activity Book Collection with Mathboards Softcover Grade 4	\$40.10	50	\$2,005.00
1722313	9781328530851	Math Expressions Spanish Homework & Remembering Consumable Collection Grade 4	\$11.00	50	\$550.00

Total for A la Carte Items Available for Purchase

Total for Grade 4	\$4,124.70
--------------------------	-------------------

Subtotal Purchase Amount:**\$24,183.30****Shipping & Handling:****\$2,539.25****Total Cost of Proposal (PO Amount):****\$26,722.55******Please add proper sales tax to your order****

Total Cost of Proposal (PO Amount): \$26,722.55

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
 - o Point of Contact for Print materials
 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:

Lake Elmo Elementary School
11030 Stillwater Blvd N
Lake Elmo, MN 55042-9501

Sold to:

Stillwater Area School District 834
1875 Greeley St S
Stillwater, MN 55082-6079

- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
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Date of Proposal: 4/22/2021

Proposal Expiration Date: 6/6/2021



Houghton Mifflin Harcourt



Houghton Mifflin Harcourt

Proposal

Prepared For

Lily Lake Elementary School

Attention:

Becky Webb

webbb@stillwaterschools.org

For the Purchase of:

Math Expressions K-4

Prepared By

Brad Tesdahl

brad.tesdahl@hmc.co

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

Grade K**A la Carte Items Available for Purchase****Student Materials**

1681144	9781328764300	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade K	\$37.45	78	\$2,921.10
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Total for A la Carte Items Available for Purchase

<u>Total for Grade K</u>	\$2,921.10
---------------------------------	-------------------

Grade 1**A la Carte Items Available for Purchase****Student Materials**

1681145	9781328764317	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade 1	\$37.45	30	\$1,123.50
1677936	9781328742308	Math Expressions (StA) Homework and Remembering Consumable Collection Grade 1	\$10.25	48	\$492.00

Total for A la Carte Items Available for Purchase

<u>Total for Grade 1</u>	\$1,615.50
---------------------------------	-------------------

Grade 2**A la Carte Items Available for Purchase****Student Materials**

1681146	9781328764324	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade 2	\$37.45	82	\$3,070.90
1677937	9781328742315	Math Expressions (StA) Homework and Remembering Consumable Collection Grade 2	\$10.25	82	\$840.50

Total for A la Carte Items Available for Purchase

<u>Total for Grade 2</u>	\$3,911.40
---------------------------------	-------------------

Grade 3**A la Carte Items Available for Purchase****Student Materials**

1681147	9781328764362	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade 3	\$37.45	78	\$2,921.10
1677938	9781328742322	Math Expressions (StA) Homework and Remembering Consumable Collection Grade 3	\$10.25	52	\$533.00

Total for A la Carte Items Available for Purchase

<u>Total for Grade 3</u>	\$3,454.10
---------------------------------	-------------------

Grade 4

A la Carte Items Available for Purchase

Student Materials

1681148	9781328764379	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade 4	\$37.45	70	\$2,621.50
1677939	9781328742346	Math Expressions (StA) Homework and Remembering Consumable Collection Grade 4	\$10.25	70	\$717.50

Total for A la Carte Items Available for Purchase

Total for Grade 4

\$3,339.00

Subtotal Purchase Amount:

\$15,241.10

Shipping & Handling:

\$1,600.32

Total Cost of Proposal (PO Amount):

\$16,841.42

****Please add proper sales tax to your order****

Total Cost of Proposal (PO Amount): \$16,841.42

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

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 - o Point of Contact for Print materials
 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:	Sold to:
Lily Lake Elementary School	Stillwater Area School District 834
2003 Willard St W	1875 Greeley St S
Stillwater, MN 55082-5553	Stillwater, MN 55082-6079
- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
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Date of Proposal: 4/21/2021

Proposal Expiration Date: 6/5/2021



Houghton Mifflin Harcourt



Houghton Mifflin Harcourt

Proposal

Prepared For

Rutherford Elementary School

Attention:

Audrey Putnam

putnama@stillwaterschools.org

For the Purchase of:

Math Expressions K-4

Prepared By

Brad Tesdahl

brad.tesdahl@hmc.co

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

Grade K**A la Carte Items Available for Purchase****Student Materials**

1681144	9781328764300	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade K	\$37.45	38	\$1,423.10
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Total for A la Carte Items Available for Purchase

Total for Grade K	\$1,423.10
--------------------------	-------------------

Grade 1**A la Carte Items Available for Purchase****Student Materials**

1681145	9781328764317	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade 1	\$37.45	75	\$2,808.75
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Total for A la Carte Items Available for Purchase

Total for Grade 1	\$2,808.75
--------------------------	-------------------

Grade 2**A la Carte Items Available for Purchase****Student Materials**

1681146	9781328764324	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade 2	\$37.45	24	\$898.80
1677937	9781328742315	Math Expressions (StA) Homework and Remembering Consumable Collection Grade 2	\$10.25	24	\$246.00

Total for A la Carte Items Available for Purchase

Total for Grade 2	\$1,144.80
--------------------------	-------------------

Grade 3**A la Carte Items Available for Purchase****Student Materials**

1681147	9781328764362	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade 3	\$37.45	96	\$3,595.20
1677938	9781328742322	Math Expressions (StA) Homework and Remembering Consumable Collection Grade 3	\$10.25	96	\$984.00

Total for A la Carte Items Available for Purchase

Total for Grade 3	\$4,579.20
--------------------------	-------------------

Grade 4**A la Carte Items Available for Purchase**

Student Materials

1681148	9781328764379	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade 4	\$37.45	97	\$3,632.65
1677939	9781328742346	Math Expressions (StA) Homework and Remembering Consumable Collection Grade 4	\$10.25	97	\$994.25

Total for A la Carte Items Available for Purchase

<u>Total for Grade 4</u>	\$4,626.90
---------------------------------	-------------------

Subtotal Purchase Amount:**\$14,582.75*****Shipping & Handling:*****\$1,531.19*****Total Cost of Proposal (PO Amount):*****\$16,113.94******Please add proper sales tax to your order****

Total Cost of Proposal (PO Amount): \$16,113.94

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- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
 - o Point of Contact for Print materials
 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:	Sold to:
Rutherford Elementary School	Stillwater Area School District 834
115 Rutherford Rd	1875 Greeley St S
Stillwater, MN 55082-4524	Stillwater, MN 55082-6079
- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase.

Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: <http://www.hmhco.com/common/terms-conditions>

Date of Proposal: 4/21/2021

Proposal Expiration Date: 6/5/2021



Houghton Mifflin Harcourt



Houghton Mifflin Harcourt

Proposal

Prepared For

Stonebridge Elementary School

Attention:

Suzie Meyer

meyers@stillwaterschools.org

For the Purchase of:

Math Expressions K-4

Prepared By

Brad Tesdahl

brad.tesdahl@hmc.co

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

Grade K**A la Carte Items Available for Purchase****Student Materials**

1681144	9781328764300	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade K	\$37.45	25	\$936.25
1677935	9781328742292	Math Expressions (StA) Homework and Remembering Consumable Collection Grade K	\$10.25	25	\$256.25

Total for A la Carte Items Available for Purchase

<u>Total for Grade K</u>	\$1,192.50
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Grade 1**A la Carte Items Available for Purchase****Student Materials**

1681145	9781328764317	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade 1	\$37.45	58	\$2,172.10
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Total for A la Carte Items Available for Purchase

<u>Total for Grade 1</u>	\$2,172.10
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Grade 2**A la Carte Items Available for Purchase****Student Materials**

1681146	9781328764324	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade 2	\$37.45	81	\$3,033.45
1677937	9781328742315	Math Expressions (StA) Homework and Remembering Consumable Collection Grade 2	\$10.25	51	\$522.75

Total for A la Carte Items Available for Purchase

<u>Total for Grade 2</u>	\$3,556.20
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Grade 3**A la Carte Items Available for Purchase****Student Materials**

1681147	9781328764362	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade 3	\$37.45	69	\$2,584.05
1677938	9781328742322	Math Expressions (StA) Homework and Remembering Consumable Collection Grade 3	\$10.25	69	\$707.25

Total for A la Carte Items Available for Purchase

<u>Total for Grade 3</u>	\$3,291.30
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Grade 4

A la Carte Items Available for Purchase

Student Materials

1681148	9781328764379	Math Expressions (StA) Consumable Student Activity Book Collection w/Mathboards Softcover Grade 4	\$37.45	76	\$2,846.20
1677939	9781328742346	Math Expressions (StA) Homework and Remembering Consumable Collection Grade 4	\$10.25	76	\$779.00

Total for A la Carte Items Available for Purchase

Total for Grade 4

\$3,625.20

Subtotal Purchase Amount:

\$13,837.30

Shipping & Handling:

\$1,452.92

Total Cost of Proposal (PO Amount):

\$15,290.22

****Please add proper sales tax to your order****

Total Cost of Proposal (PO Amount): \$15,290.22

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
 - o Point of Contact for Print materials
 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:	Sold to:
Stonebridge Elementary School	Stillwater Area School District 834
900 Owens St N	1875 Greeley St S
Stillwater, MN 55082-4451	Stillwater, MN 55082-6079
- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase.

Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: <http://www.hmhco.com/common/terms-conditions>

Date of Proposal: 4/22/2021

Proposal Expiration Date: 6/6/2021



Houghton Mifflin Harcourt



EXPENDITURE APPROVAL FORM

Fiscal Year 2020-2021

Instructions: This form is to be completed any time a lease, purchase, or contract for goods or services exceeds \$50,000.

REQUESTED BY: Rachel Larson **DATE:** April 26, 2021

DESCRIPTION OF REQUEST

Every year we order our math workbook consumables which are a necessary part of our Math Expressions by Houghton Mifflin Harcourt curriculum for kindergarten through grade 5. These workbooks are essential for students to develop and practice the math skills taught in alignment with our Minnesota math standards.

This expense has already been earmarked and is within the board approved FY21 General Budget. Specifically, this expense will come out of the Learning and Innovation Department curriculum budget that was approved within the FY21 General Budget.

For efficiency, we place each building's Purchase Order separate so that teachers receive their specific orders and they are shipped directly to the teacher/building. All together, these Purchase Orders total \$106,077.80. However, each Purchase Order is placed separate with the following amounts: Afton-Lakeland \$10,296, Andersen \$8,598.45, Brookview \$19,105.73, Lake Elmo \$26,312.04, Lily Lake \$16,841.42, Rutherford \$16,113.94, Stonebridge \$15,290.22

FINANCIAL IMPACT

Budget(s) Impacted:

This expense is within the board approved FY21 General Budget. Specifically, it will come out of the Learning and Innovation Department curriculum budget. Therefore, this is not an additional expense for the board.

Is This a One-Time Expenditure?

☐ **Yes**, once implemented there will be no ongoing costs

X ☒ **No**, it will need to be funded indefinitely

It is an annual expense that supports our elementary math curriculum. It will stay as an annual expense unless we enter into a Math Curriculum Review Cycle and a different curriculum is selected.

☐ **No**, it will need to be funded for Fiscal Years 2021-? as long as the numbers support the need.

Is there an off-setting revenue source(s)?

☐ **Yes** List Source(s):

Amount:

☐ **No**

PROGRESS MONITORING

This is an annual expense to support our elementary math curriculum. These funds have already been approved within the FY21 General Budget and have been earmarked within the Learning and Innovation Department curriculum budget. This is not an additional expense for the board.

Agenda Item: IX.F.
Date Prepared: April 22, 2021
ISD 834 Board Meeting

Agenda Item: Stillwater Middle School - 2021
 Meeting Date: May 13, 2021
 Contact Person: Mark Drommerhausen, Director of Operations

The Stillwater Middle School project will renovate the Media Center and E141 spaces. The renovation will replace casework, ceilings, lighting, flooring, glass walls, chalkboards and doors. The project will also replace the lockers in the pool locker room and operable basketball hoops in the main gym at Stillwater Middle School. A majority of the furnishing are original to their installation.

These projects are part of the FY20 and FY21 Long-Term Facilities Maintenance program. Construction costs were estimated to total \$700,000. Kraus-Anderson Construction Company worked with Stillwater Area Public Schools to solicit bids for the Stillwater Middle School project. Bids were opened on April 20, 2021. To obtain the lowest construction cost for the project, Kraus-Anderson Construction Company broke the project down into 10 separate work scopes. Their role during the renovation will be coordinating each work scope during the construction project. Stillwater Area Public Schools will enter into a separate contract with the lowest responsible bidder for each work scope.

The following is a description of the work scope and amount for each lowest responsible bidder:

Work Scope	Lowest Responsible Bidder and Amount
Work Scope 06-A: Carpentry	6 bids were received; one bid was rejected because it was submitted to the wrong work scope. The lowest responsible bidder is Kellington Construction Company Inc. of Minneapolis, MN for a bid total of \$227,000.00
Work Scope 08-K: Interior Glass and Glazing	1 bid was received. The lowest responsible bidder is Northland Glass & Glazing, Inc. of Bloomington, MN for a bid total of \$101,425.00
Work Scope 09-A: Drywall	5 bids were received. The lowest responsible bidder is Pinnacle Wall Systems, Inc. of White Bear Lake, MN for a bid total of \$84,000.00
Work Scope 09-B: Tile	3 bids were received. The lowest responsible bidder is Grazzini Brothers and Company of Eagan, MN for a bid total of \$17,965.00
Work Scope 09-C: Ceilings and Acoustical Treatment	4 bids were received. Acoustics Associates Inc. of Golden Valley, MN for a bid total of \$26,495.00
Work Scope 09-D: Flooring	4 bids were received. The lowest Responsible bidder is Acoustics Associates Inc. of Golden Valley, MN for a bid total of \$34,874.00
Work Scope 09-K: Wall Covering and Painting	3 bids were received. The lowest responsible bidder is Universal Drywall & Painting Inc. of Fridley, MN for a bid total of \$42,490.00
Work Scope 11-J: Gym Equipment	2 bids were received. The lowest responsible bidder is H&B Specialized Products, Inc. of Eden Prairie, MN for a bid total of \$37,500.00
Work Scope 23-B: Combined Mechanical	3 bids were received. The lowest responsible bidder is Northern Air Corporation, Inc. dba NAC Mechanical and Electrical Services of Little Canada, MN for a bid total of \$74,900.00
Work Scope 26-A: Electrical	4 bids were received. The lowest responsible bidder is A.J. Moore Electric, Inc. of Burnsville, MN for a bid total of \$117,120.00

The total amount for the 10 work scopes is \$763,769.00. Each lowest responsible bidder has been identified per work scope. Additional costs may be incurred during the project to resolve issues not identified in the construction documents. Kraus-Anderson Construction Company recommends entering into a contract with each lowest responsible bidder identified above. Administration requests approval to award the bids to the respective bidders.

Project Name: Stillwater Middle School Renovations - 2021

Location(s): Stillwater Middle School

Fund: Long-Term Facilities Maintenance

Item: Work Scopes: 06-A, Carpentry; 08-K, Interior Glass and Glazing; 09-A, Drywall; 09-B, Tile; 09-C, Ceiling & Acoustical Treatment; 09-D, Flooring; 09-K, Wall Covering and Painting; 23-B Combined Mechanical; 26-A Electrical

Amount: Total project cost \$763,769.00

Recommendation:

A motion and a second to approve the consent agenda will be requested.

EXPENDITURE APPROVAL FORM

Fiscal Year 2020-2021

Instructions: This form is to be completed any time a lease, purchase, or contract for goods or services exceeds \$50,000.

REQUESTED BY: Mark Drommerhausen, Director of Operations

DATE: April 22, 2021

DESCRIPTION OF REQUEST

Stillwater Middle School Renovation-2021

The Stillwater Middle School project will renovate the Media Center and E141 spaces. The renovation will replace casework, ceilings, lighting, flooring, glass walls, chalkboards and doors. The project will also replace the lockers in the pool locker room and operable basketball hoops in the main gym at Stillwater Middle School. A majority of the furnishings are original to their installation.

These projects are part of the FY20 and FY21 Long-Term Facilities Maintenance program. Construction costs were estimated to total \$700,000. Kraus-Anderson Construction Company worked with Stillwater Area Public Schools to solicit bids for the Stillwater Middle School project. Bids were opened on April 20, 2021. To obtain the lowest construction cost for the project, Kraus-Anderson Construction Company broke the project down into 10 separate work scopes. Their role during the renovation will be coordinating each work scope during the construction project. Stillwater Area Public Schools will enter into a separate contract with the lowest responsible bidder for each work scope.

The following is a description of the work scope and amount for each lowest responsible bidder:

1. **Work Scope 06-A: Carpentry** - 6 bids were received; one bid was rejected because it was submitted to the wrong work scope. The lowest responsible bidder is Kellington Construction Company Inc. of Minneapolis, MN for a bid total of \$227,000.00
2. **Work Scope 08-K: Interior Glass and Glazing** – 1 bid was received. The lowest responsible bidder is Northland Glass & Glazing, Inc. of Bloomington, MN for a bid total of \$101,425.00
3. **Work Scope 09-A: Drywall** – 5 bids were received. The lowest responsible bidder is Pinnacle Wall Systems, Inc. of White Bear Lake, MN for a bid total of \$84,000.00
4. **Work Scope 09-B: Tile** – 3 bids were received. The lowest responsible bidder is Grazzini Brothers and Company of Eagan, MN for a bid total of \$17,965.00
5. **Work Scope 09-C: Ceilings and Acoustical Treatment** – 4 bids were received. Acoustics Associates Inc. of Golden Valley, MN for a bid total of \$26,495.00
6. **Work Scope 09-D: Flooring** – 4 bids were received. The lowest Responsible bidder is Acoustics Associates Inc. of Golden Valley, MN for a bid total of \$34,874.00
7. **Work Scope 09-K: Wall Covering and Painting** – 3 bids were received. The lowest responsible bidder is Universal Drywall & Painting Inc. of Fridley, MN for a bid total of \$42,490.00
8. **Work Scope 11-J: Gym Equipment** – 2 bids were received. The lowest responsible bidder is H&B Specialized Products, Inc. of Eden Prairie, MN for a bid total of \$37,500.00
9. **Work Scope 23-B: Combined Mechanical** – 3 bids were received. The lowest responsible bidder is Northern Air Corporation, Inc. dba NAC Mechanical and Electrical Services of Little Canada, MN for a bid total of \$74,900.00
10. **Work Scope 26-A: Electrical** – 4 bids were received. The lowest responsible bidder is A.J. Moore Electric, Inc. of Burnsville, MN for a bid total of \$117,120.00

The total amount for the 10 work scopes is \$763,769.00. Each lowest responsible bidder has been identified per work scope. Additional costs may be incurred during the project to resolve issues not identified in the construction documents. Kraus-Anderson Construction Company recommends entering into a contract with each lowest responsible bidder identified above. Administration requests approval to award the bids to the respective bidders.

EXPENDITURE APPROVAL FORM (Continued)

FINANCIAL IMPACT

Budget(s) Impacted: \$763,769.00 Long-Term Facility Maintenance Budget.

Additional costs may be incurred to remedy issues not identified in the construction bidding documents.

Is This a One-Time Expenditure?

- ☒ **Yes**, once implemented there will be no ongoing costs
☐ **No**, it will need to be funded indefinitely
☐ **No**, it will need to be funded for Fiscal Years 2020-?

Is there an off-setting revenue source(s)?

- ☒ **Yes** List Source(s): Long-Term Facilities Maintenance
☐ **No**

PROGRESS MONITORING:

Work to be completed summer of 2021

April 21, 2021

Mr. Anthony V. Willger
 Stillwater Area Public Schools – ISD #834
 1875 Greeley Street South
 Stillwater, MN 55082

**RE: Stillwater Public Schools – Stillwater Middle School 2021 LTFM Improvements
 – Bid Verification**

Dear Mr. Willger:

This letter is concerning the contract awards for the Stillwater Public Schools – Stillwater Middle School 2021 LTFM Improvements project that was bid on April 20, 2021. Kraus-Anderson has verified bidders and we submit the following lowest responsible bidders and their bid amount.

Work Scope		Contractor, City, State		Bid Amount
WS 06-A	Carpentry	Kellington Construction Company, Inc. Minneapolis, MN	Base Bid	\$227,000.00
WS 08-K	Interior Glass & Glazing	Northern Glass & Glazing, Inc. Bloomington, MN	Base Bid	\$101,425.00
WS 09-A	Drywall	Pinnacle Wall Systems, Inc. White Bear Lake, MN	Base Bid	\$84,000.00
WS 09-B	Tile	Grazzini Brothers & Company Eagan, MN	Base Bid	\$17,965.00
WS 09-C	Ceilings and Acoustical Treatment	Acoustics Associates, Inc. Golden Valley, MN	Base Bid	\$26,495.00
WS 09-D	Flooring Package	Acoustics Associates, Inc. Golden Valley, MN	Base Bid	\$34,874.00
WS 09-K	Wall Covering and Painting	Universal Drywall & Painting Inc. Fridley, MN	Base Bid	\$42,490.00

WS 11-J	Gymnasium Equipment	H&B Specialized Products, Inc. Eden Prairie, MN	Base Bid	\$37,500.00
WS 23-B	Combined Mechanical	Northern Air Corporation dba NAC Mechanical & Electrical Services Vadnais Heights, MN	Base Bid	\$74,900.00
WS 26-A	Electrical	A.J. Moore Electric, Inc. Burnsville, MN	Base Bid	\$117,120.00

The total amount of the Base Bids is **\$763,769.00**

We have enclosed the Bid Tabulation sheets that reflect the bids received.

If you have any questions regarding this information, please do not hesitate to contact me at 612-590-9264.

Very truly yours,

KRAUS-ANDERSON® CONSTRUCTION COMPANY



Khalid Maye
Project Manager



BID TABULATIONS

4/20/21 2:00 PM

WS 06-A: Carpentry

ARCHITECT: Wold Architects and Engineers

[illegible]



BID TABULATIONS

4/20/21 2:00 PM

OWNER: Stillwater Public Schools

ARCHITECT: Wold Architects and Engineers

WS 08-K: Interior Glass & Glazing

[illegible]



BID TABULATIONS

4/20/21 2:00 PM

WS 09-A: Drywall

ARCHITECT: Wold Architects and Engineers

[illegible]



BID TABULATIONS

4/20/21 2:00 PM

WS 09-B: Tile

ARCHITECT: Wold Architects and Engineers

[illegible]



BID TABULATIONS

4/20/21 2:00 PM

ARCHITECT: Wold Architects and Engineers

WS 09-C: Ceilings & Acoustical Treatment

[illegible]



BID TABULATIONS

4/20/21 2:00 PM

ARCHITECT: Wold Architects and Engineers

WS 09-D: Flooring Package

[illegible]



BID TABULATIONS

4/20/21 2:00 PM

WS 09-K: Wall Covering & Painting

ARCHITECT: Wold Architects and Engineers

[illegible]



BID TABULATIONS

4/20/21 2:00 PM

OWNER: Stillwater Public Schools

ARCHITECT: Wold Architects and Engineers

WS 11-J: Gymnasium Equipment

[illegible]



BID TABULATIONS

4/20/21 2:00 PM

ARCHITECT: Wold Architects and Engineers

WS 23-B: Combined Mechanical

[illegible]



BID TABULATIONS

4/20/21 2:00 PM

WS 26-A: Electrical

ARCHITECT: Wold Architects and Engineers

[illegible]

Agenda Item: Summer 2021 Multi-Site LTFM Improvements
Meeting Date: May 13, 2021
Contact Person: Mark Drommerhausen, Director of Operations

The District Wide summer projects will include at the following locations:

Afton-Lakeland Elementary - Replace flooring, casework, chalkboards, sinks, toilets and water lines in one Kindergarten classroom.

Andersen Elementary - Replace exterior doors at the playground entrance.

Central Services Building – Paint exterior building and seal window flashing.

Lake Elmo Elementary - Replace carpeting in 7 classrooms and paint courtyard fascia.

Lily Lake Elementary - Replace casework, plumbing fixtures, tile, lighting and flooring in two Pre-School rooms.

Oak-Land Middle School – Replace wall tile in Kitchen.

Oak Park School – Provide ADA restroom in the Nurses Office and one classroom.

Rutherford Elementary- Resurface Gym floors, paint Gym ceilings and walls; replace circulation and exterior lighting and re-seal exterior cedar shakes and main entrance exterior.

Stillwater Area High School – Replace ceiling and lighting in the Auditorium hallway and part of the main hallway, replace worn exterior doors and replace Main Gymnasium lighting.

These projects are part of the FY20 and FY21 Long-Term Facilities Maintenance program. Construction costs were estimated to total \$990,000. Kraus-Anderson Construction Company worked with Stillwater Area Public Schools to solicit bids for the Stillwater Middle School project. Bids were opened on April 27, 2021. To obtain the lowest construction cost for the project, Kraus-Anderson Construction Company broke the project down into 11 separate work scopes. Their role during the renovation will be coordinating each work scope during the construction project. Stillwater Area Public Schools will enter into a separate contract with the lowest responsible bidder for each work scope.

The following is a description of the work scope and amount for each lowest responsible bidder:

Work Scope	Lowest Responsible Bidder and Amount
Work Scope 06-A: Carpentry	4 bids were received; one bid was rejected because it was submitted to the wrong work scope. The lowest responsible bidder is Meisinger Construction Company, Inc. of South St. Paul, MN for a bid total of \$365,000.00
Work Scope 08-K: Interior Glass and Glazing	2 bids were received. The lowest responsible bidder is Minneapolis Glass Company of Plymouth, MN for a bid total of \$12,900.00
Work Scope 09-A: Drywall	2 bids were received. The lowest responsible bidder is RTL Construction, Inc. of Shakopee, MN for a bid total of \$39,969.00
Work Scope 09-B: Tile	4 bids were received. The lowest responsible bidder is Acoustics Associates, Inc. of Golden Valley, MN for a bid total of \$58,473.00
Work Scope 09-C: Ceilings and Acoustical Treatment	4 bids were received. Sonus Interiors, Inc. of Golden Valley, MN for a bid total of \$51,720.00
Work Scope 09-D: Flooring	3 bids were received. The lowest Responsible bidder is St. Paul Linoleum & Carpet Co. of Eagan, MN for a bid total of \$52,304.00

Work Scope 09-F: Wood Flooring	2 bids were received. The lowest responsible bidder is H2I Group. of Minneapolis, MN for a bid total of \$39,250.00
Work Scope 09-K: Wall Covering and Painting	3 bids were received. The lowest responsible bidder is Steinbrecher Painting Company of Princeton, MN for a bid total of \$64,900.00
Work Scope 11-J: Gym Equipment	2 bids were received. The lowest responsible bidder is H&B Specialized Products, Inc. of Eden Prairie, MN for a bid total of \$14,250.00
Work Scope 23-B: Combined Mechanical	3 bids were received. The lowest responsible bidder is Northern Air Corporation, Inc. dba NAC Mechanical and Electrical Services of Little Canada, MN for a bid total of \$86,375.00
Work Scope 26-A: Electrical	2 bids were received. The lowest responsible bidder is Neo Electrical Solutions, LLC, of Hudson, WI for a bid total of \$205,800.00

The total amount for the 11 work scopes is \$990,941.00. Each lowest responsible bidder has been identified per work scope. Additional costs may be incurred during the project to resolve issues not identified in the construction documents. Kraus-Anderson Construction Company recommends entering into a contract with each lowest responsible bidder identified above. Administration requests approval to award the bids to the respective bidders.

Project Name: Stillwater Public Schools 2021 Multi-Site LTFM Improvements

Location(s): District Wide

Fund: Long-Term Facilities Maintenance

Item: Work Scopes: 06-A, Carpentry; 08-K, Interior Glass and Glazing; 09-A, Drywall; 09-B, Tile; 09-C, Ceiling & Acoustical Treatment; 09-D, Flooring; 09-F, Wood Flooring; 09-K, Wall Covering and Painting; 11-J, Gym Equipment; 23-B Combined Mechanical; 26-A Electrical

Amount: Total project cost \$990,941.00

Recommendation:

A motion and a second to approve the consent agenda will be requested.

Motion by: _____ **Seconded by:** _____ **Vote:** _____

EXPENDITURE APPROVAL FORM

Fiscal Year 2020-2021

Instructions: This form is to be completed any time a lease, purchase, or contract for goods or services exceeds \$50,000.

REQUESTED BY: Mark Drommerhausen, Director of Operations

DATE: April 28, 2021

DESCRIPTION OF REQUEST

Summer 2021 Multi-Site LTFM Improvements

The District Wide summer projects will include at the following locations:

Afton-Lakeland Elementary - Replace flooring, casework, chalkboards, sinks, toilets and water lines in one Kindergarten classroom.

Andersen Elementary - Replace exterior doors at the playground entrance.

Central Services Building - Paint exterior building and seal window flashing.

Lake Elmo Elementary - Replace carpeting in 7 classrooms and paint courtyard fascia.

Lily Lake Elementary - Replace casework, plumbing fixtures, tile, lighting and flooring in two Pre-School rooms.

Oak-Land Middle School - Replace Kitchen wall tile.

Oak Park School - Provide ADA restroom in Nurses Office and one classroom.

Rutherford Elementary - Resurface Gym floors, paint Gym ceilings and walls; replace circulation and exterior lighting and re-seal exterior cedar shakes and main entrance exterior.

Stillwater Area High School - Replace ceiling and lighting in the Auditorium hallway and part of the main hallway, replace worn exterior doors and replace Main Gymnasium lighting.

These projects are part of the FY20 and FY21 Long-Term Facilities Maintenance program. Construction costs were estimated to total \$990,000. Kraus-Anderson Construction Company worked with Stillwater Area Public Schools to solicit bids for the Stillwater Middle School project. Bids were opened on April 27, 2021. To obtain the lowest construction cost for the project, Kraus-Anderson Construction Company broke the project down into 11 separate work scopes. Their role during the renovation will be coordinating each work scope during the construction project. Stillwater Area Public Schools will enter into a separate contract with the lowest responsible bidder for each work scope.

The following is a description of the work scope and amount for each lowest responsible bidder:

1. **Work Scope 06-A: Carpentry** - 4 bids were received; one bid was rejected because it was submitted to the wrong work scope. The lowest responsible bidder is Meisinger Construction Company, Inc. of South St. Paul, MN for a bid total of \$365,000.00
2. **Work Scope 08-K: Interior Glass and Glazing** - 2 bids were received. The lowest responsible bidder is Minneapolis Glass Company of Plymouth, MN for a bid total of \$12,900.00
3. **Work Scope 09-A: Drywall** - 2 bids were received. The lowest responsible bidder is RTL Construction, Inc. of Shakopee, MN for a bid total of \$39,969.00
4. **Work Scope 09-B: Tile** - 4 bids were received. The lowest responsible bidder is Acoustics Associates, Inc. of Golden Valley, MN for a bid total of \$58,473.00
5. **Work Scope 09-C: Ceilings and Acoustical Treatment** - 4 bids were received. Sonus Interiors, Inc. of Golden Valley, MN for a bid total of \$51,720.00
6. **Work Scope 09-D: Flooring** - 3 bids were received. The lowest Responsible bidder is St. Paul Linoleum & Carpet Co. of Eagan, MN for a bid total of \$52,304.00
7. **Work Scope 09-F: Wood Flooring** - 2 bids were received. The lowest responsible bidder is H2I Group. of Minneapolis, MN for a bid total of \$39,250.00
8. **Work Scope 09-K: Wall Covering and Painting** - 3 bids were received. The lowest responsible bidder is Steinbrecher Painting Company of Princeton, MN for a bid total of \$64,900.00
9. **Work Scope 11-J: Gymnasium Equipment** - 2 bids were received. The lowest responsible bidder is H&B Specialized Products, Inc. of Eden Prairie, MN for a bid total of \$14,250.00
10. **Work Scope 23-B: Combined Mechanical** - 3 bids were received. The lowest responsible bidder is Northern Air Corporation, Inc. dba NAC Mechanical and Electrical Services of Little Canada, MN for a bid total of \$86,375.00
11. **Work Scope 26-A: Electrical** - 2 bids were received. The lowest responsible bidder is Neo Electrical Solutions, LLC, of Hudson, WI for a bid total of \$205,800.00

The total amount for the 11 work scopes is \$990,941.00. Each lowest responsible bidder has been identified per work scope. Additional costs may be incurred during the project to resolve issues not identified in the construction documents. Kraus-Anderson Construction Company recommends entering into a contract with each lowest responsible bidder identified above. Administration requests approval to award the bids to the respective bidders.

EXPENDITURE APPROVAL FORM (Continued)

FINANCIAL IMPACT

Budget(s) Impacted: \$990,941.00 Long-Term Facility Maintenance Budget.

Additional costs may be incurred to remedy issues not identified in the construction bidding documents.

Is This a One-Time Expenditure?

- ☒ **Yes**, once implemented there will be no ongoing costs
☐ **No**, it will need to be funded indefinitely
☐ **No**, it will need to be funded for Fiscal Years 2020-?

Is there an off-setting revenue source(s)?

- ☒ **Yes** List Source(s): Long-Term Facilities Maintenance
☐ **No**

PROGRESS MONITORING:

Work to be completed summer of 2021



April 28, 2021

Mr. Anthony V. Willger
Stillwater Area Public Schools – ISD #834
1875 Greeley Street South
Stillwater, MN 55082

RE: Stillwater Public Schools – Summer 2021 Multi-Site LTFM Improvements – Bid Verification

Dear Mr. Willger:

This letter is concerning the contract awards for the Stillwater Public Schools – Summer 2021 Multi-Site LTFM Improvements project that was bid on April 27, 2021. Kraus-Anderson has verified bidders and we submit the following lowest responsible bidders and their bid amount.

Work Scope		Contractor, City, State		Bid Amount
WS 06-A	Carpentry	Meisinger Construction Company, Inc. South St. Paul, MN	Base Bid	\$365,000.00
WS 08-K	Interior Glass and Glazing	Minneapolis Glass Company Plymouth, MN	Base Bid	\$12,900.00
WS 09-A	Drywall	RTL Construction, Inc. Shakopee, MN	Base Bid	\$39,969.00
WS 09-B	Tile	Acoustics Associates, Inc. Golden Valley, MN	Base Bid	\$58,473.00
WS 09-C	Ceilings and Acoustical Treatment	Sonus Interiors, Inc. Golden Valley, MN	Base Bid	\$51,720.00
WS 09-D	Flooring – Resilient and Carpet	St. Paul Linoleum & Carpet Co. Eagan, MN	Base Bid	\$52,304.00
WS 09-F	Wood Flooring	H2I Group Minneapolis, MN	Base Bid	\$39,250.00
WS 09-K	Wall Covering and Painting	Steinbrecher Painting Company Princeton, MN	Base Bid	\$64,900.00

WS 11-J	Gymnasium Equipment	H & B Specialized Products, Inc. Eden Prairie, MN	Base Bid	\$14,250.00
WS 23-B	Combined Mechanical	NAC Mechanical and Electrical Services Vadnais Heights, MN	Base Bid	\$86,375.00
WS 26-A	Electrical	Neo Electrical Solutions, LLC Hudson, WI	Base Bid	\$205,800.00

The total amount of the Base Bids is **\$990,941.00**

We have enclosed the Bid Tabulation sheets that reflect the bids received.

If you have any questions regarding this information, please do not hesitate to contact me at 612-590-9264.

Very truly yours,

KRAUS-ANDERSON CONSTRUCTION COMPANY



Khalid Maye
Project Manager

Office 612-332-7281 | www.krausanderson.com | Fax 612-332-0217

Building enduring relationships and strong communities



BID TABULATIONS

4/27/21 2:00 PM

WS 06-A: Carpentry

ARCHITECT: Wold Architects and Engineers

[illegible]



BID TABULATIONS

4/27/21 2:00 PM

ARCHITECT: Wold Architects and Engineers

WS 08-K: Interior Glass & Glazing

[illegible]



BID TABULATIONS

4/27/21 2:00 PM

OWNER: Stillwater Public Schools

ARCHITECT: Wold Architects and Engineers

WS 09-A: Drywall

[illegible]



BID TABULATIONS

4/27/21 2:00 PM

WS 09-B: Tile

ARCHITECT: Wold Architects and Engineers

[illegible]



BID TABULATIONS

4/27/21 2:00 PM

OWNER: Stillwater Public Schools

ARCHITECT: Wold Architects and Engineers

WS 09-C: Ceilings & Acoustical Treatment

[illegible]



BID TABULATIONS

4/27/21 2:00 PM

OWNER: Stillwater Public Schools

ARCHITECT: Wold Architects and Engineers

WS 09-D: Flooring Package

[illegible]



BID TABULATIONS

4/27/21 2:00 PM

OWNER: Stillwater Public Schools

ARCHITECT: Wold Architects and Engineers

WS 09-F: Wood Flooring

[illegible]



BID TABULATIONS

4/27/21 2:00 PM

OWNER: Stillwater Public Schools

ARCHITECT: Wold Architects and Engineers

WS 09-K: Wall Covering & Painting

[illegible]



BID TABULATIONS

4/27/21 2:00 PM

OWNER: Stillwater Public Schools

ARCHITECT: Wold Architects and Engineers

WS 11-J: Gymnasium Equipment

[illegible]



BID TABULATIONS

4/27/21 2:00 PM

OWNER: Stillwater Public Schools

ARCHITECT: Wold Architects and Engineers

WS 23-B: Combined Mechanical

[illegible]



BID TABULATIONS

4/27/21 2:00 PM

WS 26-A: Electrical

ARCHITECT: Wold Architects and Engineers

[illegible]

Agenda Item IX.H.
Date Prepared: May 3, 2021
ISD 834 Board Meeting

Agenda Item: Skyward Financial/Student Management Licensing Fee

Meeting Date: May 13, 2021

Contact Person: John Perry, Director of Learning Technology and Design Systems

Background

Requesting funds totaling \$94,724.00 for Skyward Business and Skyward Student Annual license fee for the 2021-22 fiscal year. Skyward Student Information System (SIS) license will no longer be needed after 21-22 fiscal year (new SIS PowerSchool fully implemented).

Location(s): District Wide

Project Name: Skyward Financial/Student Management Licensing Fee

Fund: Technology, Non-Capital

Recommendation:

A motion and a second to approve the consent agenda will be requested.

EXPENDITURE APPROVAL FORM

Fiscal Year 2021-2022

Instructions: This form is to be completed any time a lease, purchase, or contract for goods or services exceeds \$50,000.

REQUESTED BY: John Perry

DATE: TBD

DESCRIPTION OF REQUEST

Requesting funds totaling \$94,724.00 for Skyward Business and Skyward Student Annual license fee for the 2021-22 fiscal year. Skyward Student Information System (SIS) license will no longer be needed after 21-22 fiscal year (new SIS PowerSchool fully implemented).

FINANCIAL IMPACT

Budget(s) Impacted: Technology

Is This a One-Time Expenditure?

- ☒ **Yes**, once implemented there will be no ongoing costs (for Skyward Student SIS ONLY)
- ☒ **No**, it will need to be funded indefinitely (Skyward Finance)
- ☐ **No**, it will need to be funded for Fiscal Years _____ as long as the numbers support the need.

Is there an off-setting revenue source(s)?

☐ **Yes** List Source(s):
 Amount:

☒ **No**

PROGRESS MONITORING

Statement of Account

* Invoice was emailed.



Copy:001
04/01/2021

STILLWATER AREA PUBLIC SCHOOLS
ATTN: FINANCE DEPARTMENT
INDEPENDENT SCHOOL DIST #834
1875 SOUTH GREELEY STREET
STILLWATER, MN 55082

SKYWARD ACCOUNTING DEPT
2601 SKYWARD DRIVE
STEVENS POINT, WI 54482

Payments received after the statement date are not reflected on this statement.

Invoices

<u>Invoice#</u>	<u>Inv date</u>	<u>Due Date</u>	<u>Invoice Amt</u>	<u>Amount Paid</u>	<u>Amount Due</u>
0000209468	07/01/2021	07/15/2021	60,518.00	0.00	60,518.00
0000210170	07/01/2021	07/16/2021	34,206.00	0.00	34,206.00
		Totals	94,724.00	0.00	94,724.00

(New Hires, Resignations, Retirements, Terminations, Leave Requests)

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Gordon, Heidi	Resignation	Coordinator - CE School Age Care & Enrichment Central Services	CSS	June 11, 2021
Hansen, Alexa	Resignation	CE PAC & Facilities Technician, 8.0 hrs/day Stillwater Area High School	Tech Support	July 23, 2021
Hartung, Tim	Resignation	9th Grade Football Coach Stillwater Area High School	Co-Curricular	April 9, 2021
Loer, Kristin	Retirement (28 years)	1.0 FTE Elementary Education Teacher Afton-Lakeland Elementary	SCEA	June 7, 2021
Murphy, Nathan	Resignation	Community Education Assistant 3.25 hrs/week Lake Elmo Elementary	CE Leads & Assistant	April 22, 2021
Taylor, Willie	Resignation	Head Girls Basketball Coach Stillwater Area High School	Co-Curricular	April 12, 2021
Thole, Isaac	Resignation	Community Education Full Time Assistant 6.5 hrs/day Afton-Lakeland Elementary	CE Leads & Assistant	June 3, 2021
Wendt, Tom	Resignation	9th Grade Wrestling Coach Stillwater Area High School	Co-Curricular	April 13, 2021

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Brunsvold, Amanda	SSS Accountant Central Services	\$60,779.00	Replacement	CSS	April 27, 2021
DeGraff, John	Community Education Casual District Wide	\$28.00 / hour	Casual	Casual	April 28, 2021
Ewing, Markus	Custodian, LVL V, 8.0 hrs/day Lake Elmo Elementary	22.51 / hour	Replacement	Custodial	April 19, 2021
Fedors, Makenzie	District Accountant Central Services	\$64,736.00	Replacement	CSS	May 3, 2021
Herder, Philip	Assistant Girls Golf Coach Stillwater Area High School	\$2,148.00	Replacement	Co-Curricular	April 22, 2021
Honsa, Cynthia	Cafeteria 4.0 hrs/day Stonebridge Elementary	\$15.28 / hour	Replacement	Cafeteria	April 26, 2021
Krenz, Dominic	Community Education Casual District Wide	\$55.00 / per meet	Casual	Casual	April 15, 2021
Krenz, Joseph	Community Education Casual District Wide	\$55.00 / per meet	Casual	Casual	April 15, 2021
Wood, Samuel	Temporary Floating Custodian District Wide	14.50 / hour	COVID	Custodial	April 26, 2021

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Halbakken, Michael	Approve	Custodian, 8.0 hrs/day Stillwater Area High School	Custodial	April 15, 2021 - June 15, 2021 (Approximate dates)
Johnson Gray, Dana	Approve	1.0 FTE Student Advocate Afton-Lakeland Elementary	SCEA	September 2, 2020 - June 7, 2021 (Adjusted dates)
Lutz, Sarah	Approve	1.0 FTE ECSE Teacher Early Childhood Family Center	SCEA	June 23, 2021 - September 19, 2021 (Approximate dates)
Michaelis, Jana	Approve	Accounting Technician - Community Education Central Services	Tech Support	May 3, 2021 - May 2, 2022
Wagner, Teri	Approve	Health Care Specialist, 6.5 hrs/day Andersen Elementary	CSS	April 7, 2021 - May 21, 2021
Wohlers, Alicia	Approve	1.0 FTE School Counselor Stillwater Middle School	SCEA	March 4, 2021 - June 7, 2021

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
McConnell, Tristan	Temporary Floating Custodian District Wide	Custodian, LVL V, 8.0 hrs/day Stillwater Area High School	Replacement	Custodial	April 13, 2021
Rother, Mary	Health Care Specialist, 6.5 hrs/day Oak-Land Middle School	Health Care Specialist, 6.5 hrs/day Lake Elmo Elementary	Replacement	CSS	April 26, 2021

Report Agenda: Contract and Expenditure Reviews
Meeting Date: May 13, 2021
Contact Person: Dr. John Thein, Director of Finance

Summary

The school board requested a change to contract and expenditure procedures to enhance clarity and consistency. At the October 8, 2020 business board meeting it was approved, effective immediately, a new procedure for contracts within the administration's authority less than \$50,000 now must be brought to the Board after execution. All such contracts are brought to the board for informational purposes.

Below is a list of contracts from April 16, 2021 to May 6, 2021.

- Affinitech – Two projectors/other equipment installed at ECSE. Cost is \$7,794.86.
- Affinitech – One projector and 3 Epson spares installed at OLMS. Cost is \$5,011.68.
- Affinitech – Three 75" ViewSonic screens installed at SAHS PAC Center weight room. Cost is \$10,538.67.
- Amity Institute – An agreement between Lake Elmo Elementary (Host School) and Amity Intern Program as an exchange visitor program for the 2021-2022 school year. Cost is a stipend amount of \$300.00 per month to the intern and administrative fee of \$1,800 for each inter arriving for the full academic year and \$900 for each intern arriving for one semester.
- De-Vine Designz – The Art of Henna class. Cost is \$25/person or \$40 per adult/student pair.
- Guardian Pest Solutions – Service agreement for Oak Park Building. Cost is \$4,500.00.
- Horizon – Kitchen update at OLMS. Cost is \$8,125.00.
- Johnson Controls – Chiller leak repairs (valve leaking on hot gas bypass line) at Lily Lake. Cost is \$4,477.00.
- Johnson Controls – Furnish and install a mechanical purge on CH-1 at SAHS. Cost is \$12,586.00.
- Johnson Controls – CH-1 refrigerant add at SAHS. Cost is \$8,188.00.
- Johnson Controls – Furnish and install a four (4) zone refrigerant monitor and audible/visible alarm alert at SAHS. Cost is \$10,975.00.

- Live 2 B Healthy – Strength & Balance class. 8 sessions during June and July 2021 for a cost of \$145 per person.
- Midwest Fence – Furnish and install black vinyl chain link fence around playground at Stonebridge. Cost is \$12,684.00.
- NAC Mechanical & Electrical Service will replace temperature controls/fire smoke dampers/ installing smoke detectors/installing motors at Andersen Elementary. Total cost is \$21,980.00.
- NAC Mechanical & Electrical Service will install two temperature controls for the HVAC system at Stillwater Middle School. Total cost is \$18,984.00.
- National Student Clearinghouse StudentTracker agreement for SAHS. The Clearinghouse provides a nationwide, central repository of information on student enrollment, degrees, diplomas, certificates and other educational achievements. There is an annual subscription fee for participation of \$595.00.
- Washington County School Waste Reduction & Recycling program is for a period of 12 months and shall renew automatically for subsequent 12 months. Washington County will provide technical assistance, waste bins, educational resources, promotional tools for creating, implementing, and improving programs to increase waste reduction and recycling efforts. ISD #834 may submit applications to the County to receive funding and assistance to advance along the waste reduction and recycling best practices.
- Sprout Nutrition & Wellness Coaching – Various online Nutrition classes in April 2021. Cost is \$20 per person for each class.
- St. Croix Recreation Fun Playgrounds – Wood fiber chips for playgrounds at Lily Lake and Rutherford. Total cost is \$10,464.44.
- Summit Companies – Change order for the Stillwater HS fire pump. Need to add a pressure limiting device to the new diesel fire pump to get it up to code. Cost is \$4,800.00.
- Tierney – Two 75" interactive displays w/carts for Stonebridge Elem. The cost is \$8,408.00 which is funded by the Stonebridge PTA.
- Trinity Lutheran Church – Stillwater Area High School is using this space for a Chamber Orchestra concert on Wednesday, May 26, 2021. Cost is \$600.00.
- Twin Cities Orthopedics is partnering with SAHS to provide services of two Licensed Athletic Trainers for the high school athletic programs. Twin Cities Orthopedics will make an annual contribution of \$35,000 per year to the athletic department. They will also provide an annual amount of \$5,000 per year for training room supplies and will annually commit to a \$5,000 donation to the Stillwater Athletic Booster Club. In return, the district when applicable will print/digital ad(s) in all Athletic Programs and Stillwater sponsored newsletters.

- Valley Access is partnering with Community Ed from April 2021 to April 2022. Valley Access will provide video production for all games, all sports video spot x 4 per game, live and replays on Comcast Cable TV and online. Community Ed will provide three half page ads and one quarter ad in the Community Education catalog. The value exchange amounts to \$2,500 per each party.
- Wahoo Adventure – Apple River Guided Tour in July 2021 for ages 16 and older. Cost is \$65 per student. Kayaking on May 15th for ages 16 and older. Cost is \$20 per student.
- Northern States Power dba Xcel Energy Electric Service Agreement Cancellation – Cancel old contract and re-sign new contract for Afton-Lakeland building Peaked-Controlled Tiered Services from March 2021 to March 2026 - no cost
- Northern States Power dba Xcel Energy Electric Service Agreement Cancellation – Cancel old contract and re-sign new contract for Lake Elmo building Peaked-Controlled Tiered Services from March 2021 to March 2026 - no cost
- Northern States Power dba Xcel Energy Electric Service Agreement Cancellation – Cancel old contract and re-sign new contract for Rutherford building Peaked-Controlled Tiered Services from March 2021 to March 2026 - no cost

Recommendation:

This is a report for information.

Agenda Item X. B.
Date Prepared: April 30, 2021
ISD 834 Board Meeting

Report Agenda: Review of 2020-21 General Fund Budget

Meeting Date: May 13, 2021

Contact Person: Dr. John Thein, Director of Finance

Summary:

Enclosed in your packet are documents concerning the 2020-2021 General Fund Budget. The exhibits in the packet include:

- Exhibit A: Budget Facts and Information Concerning 2020-2021 Fund Balance Projections
- Exhibit B: Preliminary General Fund Review
- Exhibit C: Comparison of Object Code Expenditures
- Exhibit D: Comparison of Program Code Expenditures
- Exhibit E: 2020-21 Expenditures, Revenue and Fund Balance Projections

Recommendation:

This is a report for information.

Stillwater Public Schools/District #834

Budget Information, Facts and Projections

May 13, 2021

**“Wise leaders use the most current facts
and information to make the best
decision possible.”**

Author Unknown

Exhibit A: This document provides background information concerning the exhibits included in the School Board meeting packet.

Exhibit B: The School Board packet includes a document titled Exhibit B. This document contains the amount of the July 1, 2020 General Fund Balance and the Preliminary General Fund Budget 2020 - 2021 revenue, expenditures and fund balance projections from June of 2020 . These projected numbers were arrived at using the best information available at that time.

Despite the fact that the preliminary budget numbers are not completely accurate the information is important because it provides a starting point for the School Board as they look to the upcoming budget cycle and the conclusion of the current fiscal year. The financial facts necessary and helpful in planning for the 2021 - 2022 include the projected unassigned General Fund balance, estimated Capital and LTFM balances plus amounts set aside due to restrictions, commitments and the assignment of District funds. This information will provide a jumping off point which will allow the School Board to use these projections along with the most current data to make sound financial decisions.

Exhibit C: To assist the School Board in planning the financial future of the School District, I have included an overview of the General Fund object code expenditures. This exhibit includes the year-to-date expenditures from May 1, 2020, the percent of the budget spent during that period of time and expenditures and percentage of expenditures from the same period of time in the 2020 - 2021 budget cycle.

It is clear from this data that the current expenditures are greater than during the past fiscal year. This is mainly due to the contract settlements and expenditures related to the COVID 19 pandemic. A projection of estimated year end expenditures are also included in this exhibit. This estimate is based on the

expenditures during the final two months of the past budget period with a 7.1% increase for the final two months of the current fiscal year.

Exhibit D: Also included in the packet is a breakdown of all the program code expenditures during the first 10 months of each fiscal year. You will notice the total amounts are the same as the object data sheet (except for rounding) but the line data is presented in a different manner.

The percentage of change showed a marked increase during the last month due to the contract settlements. It is projected that the percentage of change from one fiscal year to the next will be approximately 7.1% increase. This means that the current budget will be over spent by around 2% or \$2.5 million dollars. The data shows significant increases in district support and in the amounts paid out in separation agreements. Meeting the technology needs of distant learning required the school district to make a major investment in individual devices, network improvements and building technology upgrades. The expenditures for the current fiscal year do not include the complete total of Federal COVID funding or other resources available to the district.

Exhibit E: The final exhibit document is a projection of year ending expenditures, revenues and Fund Balance projections. There is also an estimate on the 5% district fund balance requirement. The projected unassigned General Fund Balance is estimated at 5,700,000 or 5% of expenditures.

Please note at the bottom of the Exhibit E page is a list of resource adjustments that may be employed in the current fiscal year or during the 2021 - 2022 budget year. CARES II, CARES III, Committed funds for technology, restricted funds for staff development and safe schools plus other assigned funds make up an amount available for budget adjustments. Reserving a decision on these funds will allow the School Board and District Administration the flexibility to use these additional sources of support (in excess of 4,500,000) to meet the district financial needs as the situation dictates.

I look forward to addressing any questions you may have conferencing the exhibits or financial projections.

Preliminary General Fund Review

Exhibit B	Estimated Revenue	Estimated Expenditures	Revenue/Expenditures Balance	Fund Balance
General Fund Balance 7/1/2020				\$ 28,717,124.00
Budgeted Categorical General Fund Revenue 20/21	\$ 106,599,809.00			
Budgeted Categorical General Fund Expenditures 20/21		\$ 104,236,884.00		
Budgeted Categorical General Fund Change			\$ 2,362,925.00	
Budgeted Capital Outlay Revenue 20/21	\$ 2,981,693.00			
Budgeted Capital Outlay Expenditures		\$ 3,500,990.00		
Budget Capital Outlay Fund Change			\$ (519,297.00)	
Budgeted LTFM & Other Revenue 20/21	\$ 3,731,709.00			
Budgeted LTFM & Other Expenditures 20/21		\$ 6,702,000.00		
Budgeted LTFM & Other Fund Change			\$ (2,970,291.00)	
Total Revenue, Expenditures Changes Balance	\$ 113,313,211.00	\$ 114,439,874.00	\$ (1,126,663.00)	
Budgeted General Fund Balance 6/30/21				\$ 27,590,461.00
5% of Total Expenditures vs Fund Balance Goal	\$ 5,211,844.00			
Estimated Unassigned General Fund Balance 7/1/21	\$ 12,756,483.00			
Estimated Capital Fund Balance 7/1/21	\$ 5,727,593.00			
Estimated LTFM & Other Fund Balance 7/1/21	\$ 4,406,531.00			
Prepaid Expenditures	\$ 176,979.00			
Restricted Funds	\$ 1,115,253.00			
Committed Funds	\$ 983,815.00			
Assigned Funds	\$ 2,423,807.00			
Estimated General Fund Balance 7/1/21	\$ 27,590,461.00			\$ 27,590,461.00

Exhibit C

General Fund Object Expenditure Comparison

<u>May 1, 2020</u> <u>YTD Expenditures</u>	<u>% of Budget</u>	<u>May 1, 2021</u> <u>YTD Expenditures</u>	<u>% of Budget</u>	<u>Object Area</u>
\$39,093,768	68.7%	\$43,151,024	74.9%	Salaries
\$18,272,369	74.2%	\$19,989,595	77.6%	Benefits
\$13,605,922	68.5%	\$14,060,989	68.9%	Services
\$ 2,467,205	82.0%	\$ 4,812,591	162.6%	Tech/Sup.
\$ 2,962,285	37.6%	\$ 2,241,676	33.5%	Cap.Out.
\$ 825,187	99.9%	\$ 819,588	98.0%	Loan
<u>\$ 101,909</u>	<u>51.8%</u>	<u>\$ 89,171</u>	<u>43.2%</u>	Dues
\$77,328,643	68.3%	\$85,164,633	74.4%	Totals
<u>Budget Estimate and Actual:</u>				
\$106,877,530	94.4%	\$116,965,633	101.8%	

Things to Consider:

- * Contract Payouts
- * COVID Expenditures YTD
- * Enrollment Decrease
- * Federal Funding YTD
- * Other Factors
- * Transportation/Subs/Utilities

Exhibit D

General Fund Program Code Comparison

<u>May 1, 2020 YTD Expenditures</u>	<u>Difference</u>	<u>May 1, 2021 YTD Expenditures</u>	<u>% of Change</u>	<u>Program Area</u>
\$ 2,892,923	\$ 455,163	\$ 3,348,086	15.7%	Admin.
\$ 3,763,538	\$2,569,027	\$ 6,332,565	68.3%	Dist. Sup.
\$31,243,227	\$3,449,558	\$34,692,785	11.0%	Reg. Inst.
\$ 951,046	\$ 232,269	\$ 1,183,315	24.4%	Vocat. Inst.
\$14,347,381	\$ 463,685	\$14,811,066	3.2%	Spec. Ed.
\$ 4,395,223	\$ 54,410	\$ 4,449,633	1.2%	Inst. Sup.
\$ 8,989,582	\$ 182,563	\$ 9,172,145	2.0%	Pupil Sup.
\$10,437,048	\$ 257,001	\$10,694,049	2.5%	Oper/Main.
<u>\$ 308,675</u>	<u>\$ 172,314</u>	<u>\$ 480,989</u>	<u>55.8%</u>	Insurance
\$77,328,643	\$7,835,990	\$85,164,633	10.3%	Totals
<u>Estimate Budget & Actual:</u>				
\$106,877,530	\$7,562,341	\$114,439,874	7.1%	

Things to Consider:

- * Administrative Changes
- * Contract Payouts
- * COVID Funding
- * COVID Safety Expenditures
- * Enrollment Changes
- * Other Factors
- * Staffing adjustments
- * Technology Upgrades
- * Transportation

Expenditures and Revenue Update

Exhibit E

Expenditures:

Current Expenditures 5/1/2021	\$ 85,150,000.00
Expenditures May & June 2020 (\$ 29,550,000)	
Estimated Expenditures May & June 2021 - 7.1% increase	\$ 31,750,000.00
Estimated Expenditures 20/21	\$ 116,900,000.00

Revenues:

Current Revenue 5/1/2021		\$	72,450,000.00
Estimated Revenue May & June 2021		\$	39,750,000.00
20/21 Budget	\$113,300,000		
Enrollment	(\$3,200,000)		
COVID Federal Funding	\$2,600,000		
Other Adjustments	<u>(\$500,000)</u>		
Estimated 20/21 Revenue	\$112,200,000	\$	112,200,000.00

Fund Balance Estimate:

Fund Balance 7/1/20	\$ 10,400,000.00
Estimated Revenue	\$ 112,200,000.00
Estimated Expenditures	\$ (116,900,000.00)
Estimated Fund Balance 6/30/21	\$ 5,700,000.00
 5% of Budget Expenditures	 \$ 5,700,000.00

Additional Resources:

CARES II	\$ 990,000.00
CARES III	\$ 1,950,000.00
Committed Funds	\$ 980,000.00
Others	\$ 680,000.00
	\$ 4,600,000.00

Agenda Item: Policies for Second Reading
Meeting Date: May 13, 2021
Contact Person(s): Dr. Jennifer Cherry

Summary:

The following policies will be presented for their second reading:

- New Policy 704 Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System
- Revised Policy 705 - Investments (previously R 5.5 Investments)
- Revised Policy 706 – Acceptance of Gifts (previously R 4.6.12 Gifting)
- Revised Policy 714 – Fund Balances (previously R 5.4 Fund Balance)

The policies are included for your review.

Recommendation:

These policies will come for a final reading and approval at a future meeting.

Non-Instructional Operations

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM	704		Review Cycle: 3 Year

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

Legal References: Minn. Stat. § 123B.02 (School District Powers)
 Minn. Stat. § 123B.09 (School Board Powers)
 Minn. Stat. § 123B.51 (Schoolhouse and Sites; Access for Noncurricular Purposes)

Non-Instructional Operations

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
INVESTMENTS	705		Review Cycle: 3 Year

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

IV. AUTHORITY; OBJECTIVES

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Ch. 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows
 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

- A. The Director of Finance is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming

telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in Minn. Stat. §§ 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of another postemployment benefits (OPEB) trust or trust account established pursuant to Minn. Stat. § 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minn. Stat. Ch. 118A or § 356A.06, Subd. 7. Investment of funds in an OPEB trust account under Minn. Stat. § 356A.06, Subd. 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
 - 1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
 - 2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.
 - 3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered

to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally, all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

XIII. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. § 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.
- B. Deposit-type securities shall be collateralized as required by Minn. Stat. § 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.

- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

XIV. REPORTING REQUIREMENTS

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.
- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.
- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the Director of Finance of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. § 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions,

depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. § 471.38.

Legal References: Minn. Stat. § 118A.01 (Public Funds; Depositories and Investments)
Minn. Stat. § 118A.02 (Authorization for Deposit and Investment)
Minn. Stat. § 118A.03 (Depositories and Collateral)
Minn. Stat. § 118A.04 (Investments)
Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (Delivery and Safekeeping)
Minn. Stat. § 356A.06, Subd. 7 (Authorized Investment Securities)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

RESULTS

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Investments	R 5.5	06-23-2011	Annual

1. The school district will comply with all state laws relating to investments and guarantees that investments meet certain primary criteria. This includes all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the School Board through formal action.
2. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Ch. 118A, 356A.06 and any other applicable law or written administrative procedures.
3. The primary criteria for the investment of the funds of the school district, in priority order, are as follows:
 - 3.1. Safety and Security
 - 3.1.1. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
 - 3.2. Liquidity
 - 3.2.1. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
 - 3.3. Return and Yield
 - 3.3.1. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.
4. The Assistant Superintendent for Business and Administrative Services is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the School Board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.

- 4.1. The standard of conduct regarding school district investments to be applied by the investment officer shall be the “prudent person standard.” Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security’s performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.
- 4.2. The investment officer shall routinely monitor existing investments and the contents of the school district’s investment portfolio, the available markets, and the relative value of competing investment instruments.
- 4.3. The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the School Board and shall be annually reviewed for compliance by the school district’s independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.
5. All officials and employees who are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from any conflicts of interest and/or personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.
6. The school district may invest its available funds in those instruments specified in Minn. Stat. §§ 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an Other Post-employment Benefits (OPEB) trust or trust account established pursuant to Minn. Stat. § 471.6175 to pay post-employment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minn. Stat. Ch. 118A or § 356A.06, Subd. 7. Investment of funds in an OPEB trust account under Minn. Stat. § 356A.06, Subd. 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

7. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects or OPEB and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
8. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
 - 8.1. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.
9. Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.
10. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
11. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

12. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. § 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.
13. Deposit-type securities shall be collateralized as required by Minn. Stat. § 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
14. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.
15. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the School Board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
16. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.
17. The School Board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the School Board to designate a depository. The School Board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. § 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.
18. The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. § 471.38.

Non-Instructional Operations

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
ACCEPTANCE OF GIFTS	706		Review Cycle: 3 Year

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal References: Minn. Stat. § 123B.02, Subd. 6 (Bequests, Donations, Gifts)
 Minn. Stat. § 465.03 (Gifts)



RESULTS

Policy Title	Policy Level	Date Approved
Gifting	R 4.6.12	First Reading: 9-09-04 Approved: 9-23-04

It is the policy of the I.S.D. 834 Board of Education to accept gifts and donations that are consistent with the mission of Stillwater Area Schools and enhance the quality of education for its students. All gifts and donations shall comply with the statutory requirements of the State of Minnesota, applicable Internal Revenue codes, and administrative procedures and regulations.

ADMINISTRATIVE PROCEDURES AND REGULATIONS

I. Definitions

Gifts and donations to Stillwater Area Schools, The Partnership Plan for Stillwater Area Schools and other agents of I.S.D. 834 include monetary, in-kind or equipment given by groups, organizations, businesses, or individuals for the purpose of enhancing either I.S.D. 834's educational programs and/or physical facilities.

II. Procedures and Requirements for acceptance of gifts and donations

1. The source of the contribution must be acceptable to the Board.
2. Acceptance of the gift must not result in undesirable or hidden costs to I.S.D. 834.
3. Acceptance of a gift shall not be in conflict with any provision of school policy, IRS code or state law.
4. Gifts are not subject to the same equitability guidelines as revenues generated by local taxes and state and federal aid; therefore, they can be applied to specific programs or individual schools if so desired.
5. The gift shall not be inappropriate or harmful to the education of students or residents.
6. The acceptance of a gift shall not imply or require I.S.D. 834 endorsement of any product, service or individual.
7. It shall be a violation of this policy for any employee to solicit, accept, or receive as personal property or for personal benefit, either by direct or indirect means, a gift of greater than nominal value from a student, parent, or other individual or organization.
8. It shall be a violation of this policy for any employee to solicit, accept, or receive a gift of greater than nominal value from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of nominal value that are of a promotional or public relations nature.
9. Contributions to specific school programs shall be free of any entanglement that would place restrictions on those programs.
10. Gifts to initiate new programs shall not be accepted until a plan is in place for the continuation of such a program once the contributed funds are exhausted. If gifts from a single source are tied to the initiation of a new program, but do not cover the full range of anticipated program costs, the Board or its agent must:
 - a. require that gifts from additional sources that cover any remaining costs be in-hand;

- b. authorize I.S.D. 834 or its agents to cover any anticipated program costs not covered by the gift.
- 11. The Board or its agent makes the final determination on the acceptability of a gift.
- 12. All gifts become property of I.S.D. 834 under the Board or its agent's jurisdiction.
- 13. Donors will receive special recognition for their gifts unless otherwise stipulated by the donor.
- 14. Gifts applied to equipment purchases may be recognized on an attached nameplate or prominent display board, as approved by the Board. Content shall be limited to the name, location, and/or logo of the person, company, or agency making the contribution. Promotions to purchase or otherwise use a donor's particular product or service are deemed to be improper.
- 15. The Board of Education retains the right to name I.S.D. 834 facilities and fields. While the Board does not solicit gifts that are constrained by naming requests, the Board will consider substantial gifts that contain such a naming request only if it is understood that the Board retains decision-making authority regarding acceptance of such gifts.
- 16. I.S.D. 834 may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens. The property shall not be used for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members. (Statutory Requirement).

Non-Instructional Operations

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Fund Balances	714		Review Cycle: 3 Year

I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

- A. “Assigned” fund balance amounts are comprised of unrestricted funds constrained by the school district’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. “Committed” fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. “Enabling legislation” means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.
- D. “Fund balance” means the arithmetic difference between the assets and liabilities reported in a school district fund.

- E. “Nonspendable” fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. “Restricted” fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. “Unassigned” fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. “Unrestricted” fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of five (5) percent of the annual budget.

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: Superintendent and Director of Finance. Assignments so made shall be reported to the school

board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. REVIEW

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Fund Balance	R 5.4	06-23-2011 Revised: 08-28-2014	Annual

1. The school district's financial operations will comply with the Governmental Accounting Standards Board (GASB), including the fund balance reporting guidelines as specified in GASB Statement No. 54.
2. The school district will maintain a minimum unassigned general fund balance of five percent of the annual projected expenditures.
3. If the unassigned general fund balance is projected to fall below five percent, the Superintendent shall recommend to the School Board, a list of actions to be taken to ensure the required fund balance is maintained. Such recommendation shall include, but is not limited to:
 - 3.1. Not implementing new programming unless related expenses are matched directly by a revenue source;
 - 3.2. Adjustment of allocations for textbooks and non-capital supplies;
 - 3.3. Examination of all expenditure programs for areas where expenditure levels have historically been lower than budgeted levels;
 - 3.4. Review of options for transfer of funds between accounts in order to maximize utilization of available funding sources;
 - 3.5. Adjustment of allocations for all district staffing.
4. The school district shall classify its fund balances in its various funds in one or more of the following five classifications: non-spendable, restricted, committed, assigned, and unassigned.
5. Definitions
 - 5.1. For the purposes of this policy, the definitions included in this section apply:
 - 5.1.1. "Enabling legislation" means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.
 - 5.1.2. "Fund balance" means the arithmetic difference between the assets and liabilities reported in a school district fund.

- 5.1.3. “Non-spendable” fund balance means amounts comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently un-spendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- 5.1.4. “Restricted” fund balance means amounts comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- 5.1.5. “Unrestricted” fund balance means the amount of fund balance left after determining both non-spendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.
- 5.1.5.1. “Committed” fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the School Board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- 5.1.5.2. “Assigned” means fund balance amounts comprised of unrestricted funds constrained by the school district’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- 5.1.5.3. “Unassigned” fund balance means amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of non-spendable, restricted, and committed fund balances exceed the total net resources of that fund.

6. The following is a summary of the fund balance components defined in Section four above:

Component		Definition
Non-spendable		Inherently non-spendable (i.e. inventories and pre-pays)
Restricted		Externally enforceable limitations on use (generally called reserved)
Unrestricted	Committed	Self-imposed limitations set in place by the highest level of decision-making authority (School Board) prior to the end of the fiscal year in which they apply
	Assigned	Limitations resulting from intended use set in place by delegated body or official
	Unassigned	Residual net resources

7. If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.
8. A majority vote of the School Board is required to commit a fund balance to a specific purpose (committed) and subsequently to remove or change any constraint so adopted by the Board.
9. The School Board, by majority vote, may commit fund balances to be used for specific purposes when appropriate. The Board also delegates the power to assign fund balances to the Superintendent and Director of Finance. Assignments so made shall be reported to the School Board annually, either separately or as part of ongoing reporting by the assigning party if other than the School Board.
10. An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.
11. The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

Agenda Item: Policies for First Reading
Meeting Date: May 13, 2021
Contact Person(s): Dr. Jennifer Cherry

Summary:

The following policy will be presented for the first reading:

- Revised Policy 721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources
(previously SR 1.26)

The policy is included for your review.

Recommendation:

This policy will come for a second reading at the next Board meeting.

Non-Instructional Operations

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES	721		Review Cycle: 3 Year

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

A. Grants

1. “State-administered grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

Note: All of the requirements outlined in this policy apply to both direct grants and state-administered grants.

- B. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.
- C. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
 1. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
 2. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).
 3. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under

4. "Federal award" does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- D. "Contract" means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- E. Procurement Methods
1. "Procurement by micro-purchase" is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
 2. "Procurement by small purchase procedures" are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$250,000 (periodically adjusted for inflation).
 3. "Procurement by sealed bids (formal advertising)" is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
 4. "Procurement by competitive proposals" is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
 5. "Procurement by noncompetitive proposals" is procurement through solicitation of a proposal from only one source.
- F. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- G. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).
- H. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.

- I. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III.CONFLICT OF INTEREST

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.
- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

IV.ACCEPTABLE METHODS OF PROCUREMENT

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district’s procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.

- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
 - 1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
 - 2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
 - 3. Procurement by sealed bids (formal advertising).
 - 4. Procurement by competitive proposals. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby

competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
 - a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
 - d. After solicitation of a number of sources, competition is determined inadequate.
- I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making subawards under "covered transactions" to parties that are suspended or debarred or whose principals are suspended or debarred. "Covered transactions" include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

- A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

VI. FINANCIAL MANAGEMENT REQUIREMENTS

- A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.
- B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

- C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States, or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district’s compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

- A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

B. Definitions

1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

3. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
4. “Advance payment” means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

C. Allowable Costs. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;

20. Rental costs of building and equipment;

21. Training costs; and

22. Travel costs.

D. Costs Forbidden by Federal Law. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
 - a. Necessary for the proper and efficient performance or administration of the program.
 - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
 - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
 - d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
 - e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.

2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
3. Auditors generally presume supplanting has occurred in three situations:
 - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
 - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district’s grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entitywide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.
 - a. The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:
 - b. They are provided under established written leave policies;
 - c. The costs are equitably allocated to all related activities, including federal awards; and
 - d. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.
3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect,

an implied agreement on the school district's part; or circumstances of the particular employment.

- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
 - 1. Critical and necessary for the conduct of the project;
 - 2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
 - 3. Consistent with the school district's cost accounting practices and school district policy; and
 - 4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

- 1. Participation of the individual is necessary to the federal award; and
- 2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

- 1. A direct result of the individual's travel for the federal award;
- 2. Consistent with the school district's documented travel policy for all school district travel; and
- 3. Only temporary during the travel period.

Note: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 C.F.R. § 200.207 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.

Legal References:

- 2 C.F.R. § 200.12 (Capital Assets)
- 2 C.F.R. § 200.112 (Conflict of Interest)
- 2 C.F.R. § 200.113 (Mandatory Disclosures)
- 2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
- 2 C.F.R. § 200.212 (Suspension and Debarment)
- 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
- 2 C.F.R. § 200.302 (Financial Management)
- 2 C.F.R. § 200.303 (Internal Controls)
- 2 C.F.R. § 200.305(b)(1) (Payment)
- 2 C.F.R. § 200.310 (Insurance Coverage)
- 2 C.F.R. § 200.311 (Real Property)
- 2 C.F.R. § 200.313(d) (Equipment)
- 2 C.F.R. § 200.314 (Supplies)
- 2 C.F.R. § 200.315 (Intangible Property)
- 2 C.F.R. § 200.318 (General Procurement Standards)
- 2 C.F.R. § 200.319(c) (Competition)
- 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
- 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
- 2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)
- 2 C.F.R. § 200.338 (Remedies for Noncompliance)
- 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
- 2 C.F.R. § 200.430 (Compensation – Personal Services)
- 2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
- 2 C.F.R. § 200.447 (Insurance and Indemnification)
- 2 C.F.R. § 200.463 (Recruiting Costs)
- 2 C.F.R. § 200.464 (Relocation Costs of Employees)
- 2 C.F.R. § 200.473 (Transportation Costs)
- 2 C.F.R. § 200.474 (Travel Costs)

STATUTORY REQUIREMENT

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Uniform Grant Guidance	S.R. 1.26	Approved: 04-13-2017	Three Year Cycle

1. The Board is committed to ensuring compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the District.
2. All of the requirements outlined in this policy apply to both direct grants and state-administered grants.
3. Definitions
 - 3.1. For purposes of this policy, the definitions included in this section apply.
 - 3.2. “Advance payment” means a payment that a federal awarding agency or pass-through entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.
 - 3.3. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
 - 3.4. “Compensation for personal services” includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).
 - 3.5. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or sub-award.
 - 3.6. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
 - 3.7. “Education Department General Administrative Regulations (EDGAR)” means a

compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

- 3.8. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- 3.9. “Federal award” has the meaning, depending on the context, in either 3.9.1, 3.9.2, or 3.9.3 of this definition:
 - 3.9.1. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
 - 3.9.2. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
 - 3.9.3. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
 - 3.9.4. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- 3.10. Grants
 - 3.10.1. “State Administered Grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
 - 3.10.2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.
- 3.11. “Non-Federal Entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or sub-recipient.

- 3.12. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
- 3.13. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.
- 3.14. Procurement Methods
- 3.14.1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$5,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
- 3.14.2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$100,000 (periodically adjusted for inflation).
- 3.14.3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
- 3.14.4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
- 3.14.5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.
- 3.15. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- 3.16. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- 3.17. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the District.

4. Conflict of Interest

4.1. Employee Conflict of Interest

4.1.1. No employee or officer may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee or officer has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees or officers of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the District may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the District.

4.2. Organizational Conflicts of Interest

4.2.1. The District is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.

4.3. Disclosing Conflicts of Interest

4.3.1. The District must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy if a state-administered grant.

5. Acceptable Methods of Procurement

5.1. General Procurement Standards

5.1.1. The District must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.

5.1.2. The District must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

5.1.3. The District's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.

5.1.4. The District must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

- 5.1.5. The District must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
 - 5.1.6. The District alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts.
 - 5.1.7. The District must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- 5.2. Methods of Procurement
- 5.2.1. The District must use one of the following methods of procurement:
 - 5.2.1.1. Procurement by micro-purchases
 - 5.2.1.1.1. To the extent practicable, the District must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the District considers the price to be reasonable.
 - 5.2.1.2. Procurement by small purchase procedures
 - 5.2.1.2.1. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
 - 5.2.1.3. Procurement by sealed bids (formal advertising)
 - 5.2.1.4. Procurement by competitive proposals
 - 5.2.1.4.1. If this method is used, the following requirements apply:
 - 5.2.1.4.1.1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - 5.2.1.4.1.2. Proposals must be solicited from an adequate number of qualified sources;

- 5.2.1.4.1.3. The District must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
- 5.2.1.4.1.4. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- 5.2.1.4.1.5. The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

5.2.1.5. Procurement by noncompetitive proposals

- 5.2.1.5.1. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
 - 5.2.1.5.1.1. The item is available only from a single source;
 - 5.2.1.5.1.2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - 5.2.1.5.1.3. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the District; or
 - 5.2.1.5.1.4. After solicitation of a number of sources, competition is determined inadequate.

5.3. Competition

5.3.1. The District must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

5.3.1.1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

5.3.1.2. Identify all requirements which those making an offer must fulfill and all other factors to be used in evaluating bids or proposals.

5.4. The District must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the District must not preclude potential bidders from qualifying during the solicitation period.

5.5. Non-federal entities are prohibited from contracting with or making sub-awards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.

5.6. All non-procurement transactions entered into by a recipient (i.e., sub-awards to sub-recipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

6. Managing Equipment and Safeguarding Assets

6.1. Property Standards

6.1.1. The District must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

- 6.1.2. The District must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

6.2. Equipment

- 6.2.1. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:
 - 6.2.1.1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
 - 6.2.1.2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
 - 6.2.1.3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
 - 6.2.1.4. Adequate maintenance procedures must be developed to keep property in good condition.
 - 6.2.1.5. If the District is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

7. Financial Management Requirements

7.1. Financial Management

- 7.1.1. The District's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

7.2. Payment

- 7.2.1. The District must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the District and the financial management systems that meet the standards for fund control.
- 7.2.2. Advance payments to a District must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the District in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The District must make timely payment to contractors in accordance with the contract provisions.
- 7.3. Internal Controls
 - 7.3.1. The District must establish and maintain effective internal control over the federal award that provides reasonable assurance that the District is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States, or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
 - 7.3.2. The District must comply with federal statutes, regulations, and the terms and conditions of the federal award.
 - 7.3.3. The District must also evaluate and monitor the District’s compliance with statutes, regulations, and the terms and conditions of the federal award.
 - 7.3.4. The District must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
 - 7.3.5. The District must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.
- 8. Allowable Use of Funds and Cost Principles
 - 8.1. Allowable Use of Funds.
 - 8.1.1. The District administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.
 - 8.2. Allowable Costs

- 8.2.1. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:
- 8.2.1.1. Advisory councils;
 - 8.2.1.2. Audit costs and related services;
 - 8.2.1.3. Bonding costs;
 - 8.2.1.4. Communication costs;
 - 8.2.1.5. Compensation for personal services;
 - 8.2.1.6. Depreciation and use allowances;
 - 8.2.1.7. Employee morale, health, and welfare costs;
 - 8.2.1.8. Equipment and other capital expenditures;
 - 8.2.1.9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
 - 8.2.1.10. Insurance and indemnification;
 - 8.2.1.11. Maintenance, operations, and repairs;
 - 8.2.1.12. Materials and supplies costs;
 - 8.2.1.13. Meetings and conferences;
 - 8.2.1.14. Memberships, subscriptions, and professional activity costs;
 - 8.2.1.15. Security costs;
 - 8.2.1.16. Professional service costs;
 - 8.2.1.17. Proposal costs;
 - 8.2.1.18. Publication and printing costs;
 - 8.2.1.19. Rearrangement and alteration costs;
 - 8.2.1.20. Rental costs of building and equipment;
 - 8.2.1.21. Training costs; and
 - 8.2.1.22. Travel costs.

8.3. Costs Forbidden by Federal Law

- 8.3.1. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:
- 8.3.1.1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
 - 8.3.1.2. Alcoholic beverages;
 - 8.3.1.3. Bad debts;
 - 8.3.1.4. Contingency provisions (with limited exceptions);
 - 8.3.1.5. Fundraising and investment management costs (with limited exceptions);
 - 8.3.1.6. Donations;
 - 8.3.1.7. Contributions;
 - 8.3.1.8. Entertainment (amusement, diversion, and social activities and any associated costs);
 - 8.3.1.9. Fines and penalties;
 - 8.3.1.10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
 - 8.3.1.11. Goods or services for personal use;
 - 8.3.1.12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
 - 8.3.1.13. Religious use;
 - 8.3.1.14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
 - 8.3.1.15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
 - 8.3.1.16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

8.4. Program Allowability

8.4.1. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

- 8.4.1.1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
- 8.4.1.2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
- 8.4.1.3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

8.5. Federal Cost Principles

8.5.1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:

- 8.5.1.1. Necessary for the proper and efficient performance or administration of the program.
- 8.5.1.2. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
- 8.5.1.3. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
- 8.5.1.4. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.

- 8.5.1.5. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

8.6. Program Specific Fiscal Rules

- 8.6.1. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds:

- 8.6.1.1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
- 8.6.1.2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
- 8.6.1.3. Auditors generally presume supplanting has occurred in three situations:
 - 8.6.1.3.1. District uses federal funds to provide services that the District is required to make available under other federal, state, or local laws.
 - 8.6.1.3.2. District uses federal funds to provide services that the District provided with state or local funds in the prior year.
 - 8.6.1.3.3. District uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the District provides with state or local funds to nonparticipating students.
- 8.6.1.4. These presumptions apply differently in different federal programs and also in - program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

8.7. Approved Plans, Budgets, and Special Conditions

8.7.1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.

8.7.2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the District's grants.

8.8. Training

8.8.1. The District will provide training on the allowable use of federal funds to all staff involved in federal programs.

8.8.2. The District will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

8.9. Employee Sanctions

8.9.1. Any District employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

9. Compensation

9.1. Personal Services

9.1.1. Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

9.1.1.1. Is reasonable for the services rendered and conforms to the established written policy of the District consistently applied to both federal and non-federal activities; and

9.1.1.2. Follows an appointment made in accordance with a District's written policies and meets the requirements of federal statute, where applicable.

9.1.2. Unless an arrangement is specifically authorized by a federal awarding agency, a District must follow its written non-federal, entity-wide policies and practices concerning the permissible extent of professional services that can be provided outside the District for non-organizational compensation.

9.2. Fringe Benefits

9.2.1. During leave

9.2.1.1. The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- 9.2.1.1.1. They are provided under established written leave policies;
 - 9.2.1.1.2. The costs are equitably allocated to all related activities, including federal awards; and
 - 9.2.1.1.3. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the District.
 - 9.2.1.2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the District's accounting practices.
- 9.2.2. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the District follows a consistent costing policy.
- 9.2.3. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the District.
- 9.2.4. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the District.
- 9.2.5. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the District's part; or circumstances of the particular employment.
- 9.3. Insurance and Indemnification
 - 9.3.1. Types and extent and cost of coverage are in accordance with the District's policy and sound business practice.
- 9.4. Recruiting Costs
 - 9.4.1. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
 - 9.4.1.1. Critical and necessary for the conduct of the project;

- 9.4.1.2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
- 9.4.1.3. Consistent with the District's cost accounting practices and District policy; and
- 9.4.1.4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.

9.5. Relocation Costs of Employees

- 9.5.1. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the District's reimbursement policy.

9.6. Travel Costs

- 9.6.1. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the District's non-federally funded activities and in accordance with the District's reimbursement policies.
- 9.6.2. Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the District in its regular operations according to the District's written reimbursement and/or travel policies.
- 9.6.3. In addition, when costs are charged directly to the federal award, documentation must justify the following:
 - 9.6.3.1. Participation of the individual is necessary to the federal award; and
 - 9.6.3.2. The costs are reasonable and consistent with the District's established travel policy.
- 9.6.4. Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:
 - 9.6.4.1. A direct result of the individual's travel for the federal award;
 - 9.6.4.2. Consistent with the District's documented travel policy for all District travel; and
 - 9.6.4.3. Only temporary during the travel period.

~~9.7. Non Compliance~~

~~9.7.1. The Board understands that if the District fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 C.F.R. § 200.207 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances:~~

~~9.7.1.1. Temporarily withhold cash payments pending correction of the deficiency by the District or more severe enforcement action by the DOE or MDE;~~

~~9.7.1.2. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;~~

~~9.7.1.3. Wholly or partly suspend or terminate the federal award;~~

~~9.7.1.4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE);~~

~~9.7.1.5. Withhold further federal awards for the project or program; and/or~~

~~9.7.1.6. Take other remedies that may be legally available.~~

Agenda Item IX.E.
Date Prepared: May 11, 2021
ISD 834 Board Meeting

Report: Sale Day Report for the Certificate of Participation
Meeting Date: May 13, 2021
Contact Person: Dr. John Thein, Director of Finance

Background:

At the April 8, 2021 School Board Business meeting, the administration recommended the approval of an expansion of eight classrooms for Brookview Elementary.

Administration recommends funding the expansion of Brookview Elementary through the sale of Certificate of Participation. At the school board meeting tonight you will receive the sale of bond information and the resolution concerning the sale of Certificate of Participation from our attorney. Ehlers will be attending the meeting and will explain all of the options that are available.

Recommendation:

This is a report for information

Agenda Item XI. A.
Date Prepared: May 11, 2021
ISD 834 Board Meeting

Action: Resolution providing sale of the Certificate of Participation
Meeting Date: May 13, 2021
Contact Person: Dr. John Thein, Director of Finance

Summary:

The proposed resolution is to award the sale of the Certificate of Participation for the Brookview expansion.

Recommendation:

A motion and a second to approve the sale of the Certificate of Participation will be requested.

Motion by: _____ ***Seconded by:*** _____ ***Vote:*** _____

EXTRACT OF MINUTES OF MEETING
OF THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 834
(STILLWATER AREA PUBLIC SCHOOLS)
WASHINGTON COUNTY, MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 834 (Stillwater Area Public Schools), Washington County, Minnesota, was duly held on May 13, 2021, at 6:00 P.M, in the School District, in person or by electronic means pursuant to Minn. Stat. § 13D.021.

The following members were present:

and the following were absent:

* * *

* * *

* * *

The Board Chair announced that the next order of business was consideration of the authorization of lease payments under a Lease-Purchase Agreement and the ratification of the sale of Certificates of Participation, Series 2021A, to be issued in the original aggregate principal amount of \$_____.

Member _____ introduced the following resolution and moved its adoption:

A RESOLUTION AWARDING THE SALE OF CERTIFICATES OF PARTICIPATION, SERIES 2021A, IN THE ORIGINAL AGGREGATE PRINCIPAL AMOUNT OF \$ _____, FIXING THEIR FORM AND SPECIFICATIONS; DIRECTING THEIR EXECUTION AND DELIVERY; AND PROVIDING FOR THEIR PAYMENT

BE IT RESOLVED by the School Board (the “Board”) of Independent School District No. 834 (Stillwater Area Public Schools), Washington County, Minnesota (the “District”), as follows:

Section 1. Findings; Authorizations; Determinations.

1.01. The District is authorized by Minnesota Statutes, Section 465.71, as amended, to enter into lease-purchase agreements for real and personal property.

1.02. The District has determined to finance a classroom addition at Brookview Elementary School (the “Project”) on property located in the District (the “Site”).

1.03. The District hereby deems it advisable to provide for the issuance of Certificates of Participation, Series 2021A (the “Certificates”), in the maximum principal amount of \$ _____, to finance the costs of the Project (the “Certificate-Financed Project”).

1.04. The District intends to enter into a Ground Lease (the “Ground Lease”) with U.S. Bank National Association, a national banking association (the “Trustee”), as lessee, pursuant to which the Trustee shall acquire from the District both a leasehold interest in the portion of the Site on which the Certificate-Financed Project shall be constructed and a leasehold interest in the Certificate-Financed Project to be constructed thereon (together, the “Leased Property”). Furthermore, the District intends to enter into a Lease-Purchase Agreement (the “Lease-Purchase Agreement”) with the Trustee, as lessor, pursuant to which the Trustee shall lease the Certificate-Financed Project to the District, and the District shall make lease payments (the “Lease Payments”) to the Trustee, subject to the District’s right to non-appropriation. The District intends to enter into an Indenture of Trust (the “Indenture”) with the Trustee, pursuant to which the Certificates shall be issued by the Trustee payable from the lease payments to be made by the District under the terms of the Lease-Purchase Agreement.

1.05. The following documents (collectively, the “Documents”) have been presented before the Board for approval:

- (a) the Indenture;
- (b) the Ground Lease;
- (c) the Lease-Purchase Agreement, pursuant to which Trustee shall lease the Certificate-Financed Project to the District, and the District shall make the Lease Payments, subject to the District’s right to non-appropriation; and
- (d) a Continuing Disclosure Certificate (the “Continuing Disclosure Certificate”).

Section 3. Sale.

3.01. Acceptance of Proposal. The Board and the Trustee have received the proposals set forth in EXHIBIT A attached hereto, and hereby accept the offer of _____, [as syndicate manager] (the “Purchaser”), to purchase the Certificates in the original aggregate principal amount of \$_____. The Purchaser has agreed to purchase the Certificates at a price of \$_____ (par amount of \$_____, plus reoffering premium of \$_____, less original issue discount of \$_____, less underwriter’s discount of \$_____). The Board approves the execution and delivery of the Certificates by the Trustee.

3.02. Purchase Contract. The Board Chair and the Clerk are hereby authorized and directed to execute a contract with the Purchaser on behalf of the District and the Trustee.

Section 4. Bond Counsel. Kennedy & Graven, Chartered, as bond counsel (“Bond Counsel”), is authorized and directed to finalize documents necessary to issue the Certificates including, without limitation, the Ground Lease, the Lease-Purchase Agreement, and the Indenture.

Section 5. Certificates; Lease Payments; Right of Non-Appropriation.

5.01. Certificates. Under the terms of the Indenture, the Certificates shall be issuable only as fully registered Certificates in denominations of \$5,000 and any integral multiple thereof, numbered R-1 and upward, in the form to be included in the Indenture. The Certificates shall be special, limited obligations payable solely from annual appropriations of the District made to pay the Lease Payments, in the manner provided in the Lease-Purchase Agreement, and amounts held by the Trustee under the terms of the Indenture. The obligations of the Lease-Purchase Agreement and the Certificates shall not constitute an indebtedness, liability, general or moral obligation, or a pledge of the full faith and credit or any taxing power of the District, the State of Minnesota, or any political subdivision thereof. The Lease-Purchase Agreement shall not constitute a charge, lien or encumbrance, legal or equitable, upon any property of the District except its interest in the Lease-Purchase Agreement and the Leased Property.

5.02. Lease Payments. The Lease Payments to be made by the District under the Lease-Purchase Agreement are to be fixed so as to produce level debt service on the Certificates. The District shall pay to the Trustee, promptly when due, all of the Lease Payments and other amounts required by the Lease-Purchase Agreement. To provide money to make such payments, the District shall include in its annual budget, for each fiscal year during the term of the Lease-Purchase Agreement, money sufficient to pay and for the purpose of paying all Lease Payments, and shall take all other actions necessary to provide money for the payment of the obligations of the District under the Lease-Purchase Agreement from sources of the District lawfully available for such purpose, subject to its right of non-appropriation.

5.03. Right of Non-Appropriation. The Lease-Purchase Agreement shall provide that the District may elect in any fiscal year to not appropriate funds for the next fiscal year to make the Lease Payments required under the terms of the Lease-Purchase Agreement. The obligations of the District under the Lease-Purchase Agreement shall not be payable from nor charged upon any funds of the District other than the funds appropriated annually to the payment thereof. In the event of a non-appropriation of Lease Payments by the District in any fiscal year, the District shall lose the right to operate and occupy the Leased Property for the remaining term of the Lease-Purchase Agreement and the Certificates.

Section 6. Continuing Disclosure. The District hereby covenants and agrees that it shall comply with and carry out any conditions for continuing disclosure to satisfy the requirements of Rule 15c2-12 of the Securities and Exchange Act, if applicable. Notwithstanding any other provision of this resolution, failure of the District to comply with any required continuing disclosure obligations is not to be considered an event of default with respect to the Lease-Purchase Agreement or the Certificates; however, any holder of the Certificates may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the District to comply with its obligations under this section.

Section 7. Approval of Documents.

7.01. The Board Chair and Clerk are hereby authorized and directed to execute and deliver the Indenture, the Ground Lease, the Lease-Purchase Agreement, and the Continuing Disclosure Certificate on behalf of the District, substantially in the forms on file with the District, but with all such changes therein as shall be approved by the officers executing the same, which approval shall be conclusively evidenced by the execution thereof. Copies of all of the transaction documents shall be delivered, filed, and recorded as provided therein.

7.02. The Board Chair and the Clerk are hereby authorized and directed to furnish to the Purchaser such certificates and other documents as are required as a condition to the sale and delivery of the Certificates. Unless litigation shall have been commenced and be pending questioning the validity or enforceability of the Documents or the Certificates, the organization, corporate existence, or boundaries of the District, or the title or incumbency of the officers of the District, at the closing the Board Chair and the Clerk shall also execute and deliver to the Purchaser a suitable certificate as to the absence of material litigation. The Board Chair, the Clerk, and other District officers and staff are also authorized and directed to execute such other documents and certificates as may be required to give effect to the transactions herein contemplated, including but not limited to a tax certificate and an Information Return for Tax-Exempt Governmental Bonds, Form 8038-G.

7.03. The use of the Preliminary Official Statement and a Final Official Statement (together, the "Official Statement") in the offer and sale of the Certificates is hereby ratified and confirmed. The Board Chair and the Clerk are hereby authorized and directed to certify that they have examined the Official Statement and that to the best of their knowledge and belief the Official Statement is a complete and accurate representation of the facts and representations made therein as of the date of the Official Statement and does not contain any untrue statement of a material fact or omit to state a material fact necessary to make the statements therein, in the light of the circumstances under which they were made, not misleading.

Section 8. Escrow. The District may also at any time discharge its liability in its entirety with reference to any Certificates subject to the provisions of the Indenture and the Lease-Purchase Agreement by making prepayments under the Lease-Purchase Agreement and depositing irrevocably in escrow, with the Trustee, as escrow agent for this purpose, cash or securities which are general obligations of the United States or securities of United States agencies which are authorized by law to be so deposited, bearing interest payable at such times and at such rates and maturing on such dates as shall be required, with or without reinvestment, to provide funds sufficient to pay all principal and interest to become due on such Certificates at their stated maturities or, if such Certificates are prepayable and notice of redemption thereof has been given or irrevocably provided for, to provide funds sufficient to pay all principal, interest and redemption premiums, if any, to such earlier redemption date as provided in the Indenture.

Section 9. Conditions Met. To the knowledge of the District, all acts, conditions, and things required by the laws of the State of Minnesota, relating to the adoption of this resolution, to the issuance of the Certificates, and to the execution of the Documents and the other documents referred to herein to happen, exist, and be performed precedent to and in the enactment of this resolution, and precedent to the issuance of the Certificates, and precedent to the execution of the Documents and the other documents referred to above have happened, exist, and have been performed as so required by law.

Section 10. Incorporation of Provisions. All covenants, stipulations, obligations, representations, and agreements of the District contained in this resolution, the Certificates, the Documents, and other documents referred to herein shall be deemed to be the covenants, stipulations, obligations, representatives, and agreements of the District to the full extent authorized or permitted by law, and all such covenants, stipulations, obligations, representations, and agreements shall be binding upon the District. Except as otherwise provided in this resolution, all rights, powers, and privileges conferred, and duties and liabilities imposed, upon the District by the provisions of this resolution or the Documents or other documents referred to herein shall be exercised or performed by the District, or by such officers, board, body, or agency as may be required or authorized by law to exercise such powers and to perform such duties. No covenant, stipulation, obligation, representation, or agreement herein contained or contained in the Documents or other documents referred to herein shall be deemed to be a covenant, stipulation, obligation, representation, or agreement of any elected official, officer, agent, or employee of the District in that person's individual capacity, and neither the members of the Board nor any officer or employee executing the Certificates shall be liable personally on the Certificates or be subject to any personal liability or accountability by reason of the issuance thereof.

Section 11. Designation as Qualified Tax-Exempt Obligations. The District shall designate its obligations to pay the Lease Payments under the terms of the Lease-Purchase Agreement and the payments with respect to the Certificates as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code.

Section 12. Effective Date. This resolution shall be in full force and effect from and after its passage.

(The remainder of this page is intentionally left blank.)

The motion for the adoption of the foregoing resolution was duly seconded by Member _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

EXHIBIT A
PROPOSALS

STATE OF MINNESOTA)
)
COUNTY OF WASHINGTON) ss.
)
)
INDEPENDENT SCHOOL)
DISTRICT NO. 834)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 834 (Stillwater Area Public Schools), Washington County, Minnesota (the “District”), hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the School Board of the District held on May 13, 2021, with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes insofar as they relate to the authorization of lease payments under a Lease-Purchase Agreement and the ratification of the sale of Certificates of Participation, Series 2021A, in the original aggregate principal amount of \$_____.

WITNESS My hand as Clerk this ____ day of _____, 2021.

Clerk
Independent School District No. 834
(Stillwater Area Public Schools), Washington
County, Minnesota

Agenda Item XI.B.
Date Prepared: May 6, 2021
ISD 834 Board Meeting

Agenda Item: Memorandum of Agreement with Cafeteria Employees' Organization; Amendment to Tech Support and Coordinators/Supervisors/Specialists (CSS); Community Ed Leads and Assistants; District Directors, Managers, and Program Administrators

Meeting Date: May 13, 2021

Contact Person: Dr. John Thein, Director of Finance and Ms. Cindy Gustafson, Director of Human Resources

Background:

After approval of the Master Contracts for the Cafeteria Employees' Organization; Tech Support and Coordinators/Supervisors/Specialists (CSS); Community Ed Leads and Assistants; District Directors, Managers, and Program Administrators, it was determined that negotiation parameters would be revised.

The administration is recommending changes to the Cafeteria Employees' Organization; Tech Support and Coordinators/Supervisors/Specialists (CSS); Community Ed Leads and Assistants; District Directors, Managers, and Program Administrators Contracts to increase their salary matrices as was settled with the SCEA, Custodians and Principals groups in the second year of their contracts.

Recommendation:

A motion and a second for the approval of a memorandum of understanding with the Cafeteria Employees' Organization and an amendment to the Tech Support and Coordinators/Supervisors/Specialists (CSS); District Directors, Managers, and Program Administrators Contracts to increase their 2020-21 Matrix by 2.7%, so it will match the 4.2% other groups received. Also approve an amendment to the Community Ed Leads and Assistants contract to increase their 2021-22 Matrix by 2.7%, so it will match the 4.2% other groups received.

Motion by: _____ **Seconded by:** _____ **Vote:** _____

Agenda Item XII.
Date Prepared: May 4, 2021
ISD 834 Board Meeting

Agenda Item: Board Chair Report
Meeting Date: May 27, 2021

Background:

Each meeting the Board Chair board will provide updates on items of interest in the announcement category. Many times these topics develop between the time the agenda is prepared and distributed, and the meeting date. What is included in this item will vary each meeting depending on the nature of the topics, the school year schedule and time of activities

Recommendation:

Board action is not required.

Agenda Item XIII. A.
Date Prepared: April 1, 2021
ISD 834 Board Meeting

Agenda Item: Adjournment
Meeting Date: May 13, 2021
Contact Person: School Board Chair

The meeting must formally adjourn.

Finance and Operations Committee Report from April 29, 2021

The following items were discussed:

1. LTFM - Stillwater Middle School - \$763,769.00

- This project was budgeted for \$700,000
- The lowest bidders were accepted for 10 separate work scopes
- Total cost is \$763,769.00
- Overage accounted for by construction costs
- This project will be completed this summer

2. LTFM - Remaining projects for summer 2021 - \$990,941.00

- This project is for multiple building projects including various elementary schools, the high school and Central Services
- Kraus-Anderson broke the work into 11 separate scopes and the lowest bidders were accepted to complete the work
- The total budget for all projects combined was \$990,000 with the actual costs coming in just over at \$990,941.00
- These projects will also be completed this summer
- Mark Drommerhausen stated all projects have been completed within budget for the 2020-21 school year and said Tony Willger has played a large role in making this happen

3. Math Expressions K-4 Consumable Workbook order \$106,077.80

- This request is an annual request and is built into the district budget
- Our math curriculum is from 2018 and the materials are updated yearly
- The total costs accounts for all elementary buildings in the district

4. Skyward Business and Skyward Student Annual Licensure \$94,724.00

- The district is in the process of moving from Skyward to PowerSchool for its SIS beginning in the 2021-22 school year
- Skyward will continue to provide support into next year for reporting purposes that have financial funding attached
- The total cost includes about \$60,000 for the Finance portion and \$34,000 for the Student data portion
- Typically the Student data portion runs at a cost of \$80,000 per year
- By moving to Power School the district will have a new SIS system that will be more encompassing and not require as many different technologies to complete the same jobs as Skyward does
- By moving to Power School the district will save about \$50,000 a year that can be used to purchase data analytics

5. Audit Finding Responses

- The 2019 financial audit came back with 4 findings for corrective action
- The district finance department will be implementing these corrective actions as it pertains to future financial decisions
- See appendix for further information



Stillwater School Board
Policy Meeting Notes
April 28, 2021

Present: Katie Hockert, Bev Petrie, Annie Porbeni, Jennifer Cherry, Joan Hurley

Agenda

- Discuss director feedback from 4/22/21 board meeting and Administrative follow up
- Review working draft for Policy 721
- Set timeline for comprehensive action on 700 series

Highlights of Discussion

- Administration has begun updating and revising financial procedures to align with new policies
- Administration is committed to improving financial transparency for the board and community
 - Looked at monthly Treasurer's Report from Prior Lake for ideas
 - Defining purchasing responsibilities to include in procedures
- Committee reviewed current 721 policy and plan to consult MSBA and legal counsel before meeting again next week on May 5.

What's next

- Policies 704, 705, 706, 714 will be brought to the board for a second reading on May 13.
- Policy 721 may be brought to the board for a first reading on May 13.
- Policies 701, 701.1, 702, 703 have completed two readings and will be held for adoption at the June 10 meeting
- Administration will continue updating financial procedures to be ready by adoption of the whole updated 700 series on June 10.

Next Meeting: May 5, 2021 at 12-1pm

Respectfully submitted by: Katie Hockert

Date: 4/28/21



Stillwater School Board
Policy Meeting Notes
May 5, 2021

Present: Katie Hockert, Bev Petrie, Annie Porbeni, Jennifer Cherry, Joan Hurley, John Thein

Agenda

- Discuss feedback from MSBA & Legal on 721

Highlights of Discussion

- MSBA and legal counsel both recommend keeping 721 model policy with updated federal and state grant guideline thresholds.
- Minnesota statutes still apply for all other expenditures and administration will continue to adhere to the \$50,000 contract threshold set by the board at the 2021 January organizational meeting.
- Discussed further efforts to improve transparency throughout financial procedures specifically around change orders.
- Administration recommends new policies would go into effect July 1, 2021 to begin under the new fiscal year.

What's next

- Policies 704, 705, 706, 714 will be brought to the board for a second reading on May 13.
- Policy 721 may be brought to the board for a first reading on May 13.
- Policies 701, 701.1, 702, 703 have completed two readings and will be held for adoption at the June 10 meeting
- Administration will continue updating financial procedures to be ready by adoption of the whole updated 700 series on June 10, 2021.

Next Meeting: May 19, 2021 at 12-1pm

Respectfully submitted by: Katie Hockert

Date: 5/5/21

BOARD DIRECTOR REPORT
MAY 13, 2021 SCHOOL BOARD MEETING
Beverly Petrie

At the monthly meeting of Schools for Equity in Education, members heard remarks from Executive Director Brad Lundell about the chasm that exists in current funding proposals between the governor, House and Senate. Solutions will need to be found before the legislature is adjourns next week.

The meeting also featured a presentation by the organization LiveMore ScreenLess, a Minnesota nonprofit that promotes digital well being for young people. The organization worked with the Faribault public schools in an endeavor to encourage more balance in regard to screen usage by students.

In a survey of teachers in Faribault prior to the pandemic, 97% of teachers said they believed cell phone use was negatively impacting student attention, and 93% said classroom cell phone usage was negatively affecting students' ability to learn.

As part of an initiative created by the district in collaboration with LiveMore ScreenLess, the district implemented a new personal device policy, distributed information to teachers and students, and offered training to teachers to help them devise ways to moderate student screen use in school. Responses from parents, teachers and students were positive, and the district is continuing peer education training on the topic. More information about the organization can be found on its website at <https://www.livemorescreenless.org/>